

# Staff Personnel Manual (SPP)

## SPP 704–03: Jury Duty and Material Witness Service Leave Benefits

Effective: 7/1/1984

Revised: 7/1/2013

### Purpose

To allow employees to be absent from work for jury duty and material witness service

### Source

*Arizona Board of Regents Policy Manual - 6–807*

### Eligibility

All regular [classified employees](#), [university staff](#), and [non-faculty administrators](#)

### Policy

#### Jury Duty

A supervisor will grant paid time off, for a necessary period, to an employee who has been summoned for jury duty. The employee must:

1. immediately notify the supervisor of the summons
  2. periodically contact the supervisor if the service is prolonged
- and
3. return to work, if sufficient time remains in the workday, when presence as a juror is not required.

#### Material Witness Service

An employee called upon for service on a jury or as a subpoenaed witness (other than as a plaintiff or defendant) in an Arizona judicial or administrative proceeding, shall be granted paid time off to perform such service unless:

1. the testimony or evidence relates to or arises from the employee's commercial, business, or other personal matters
- or
2. the testimony or evidence relates to the employee's own misconduct or unlawful conduct.

An employee who appears in court and provides testimony regarding the personal matters in points (1) and (2) listed above must use accrued vacation leave benefits, compensatory time balance, or take the time without pay.



## **Requesting Time**

### **Nonexempt (Hourly) Employees**

Nonexempt employees should request time by completing a Request for Time Off form and submitting it to the supervisor. If the form is not used, the request needs to be sent via e-mail to the supervisor.

### **Exempt (Salaried) Employees**

An exempt employee should request time by initiating an e-mail to his or her supervisor.

### **Supervisor**

The supervisor must respond to the employee's request with either an approval or denial and must forward the information to the Department Time Administrator (DTA).

### **Department Time Administrator**

Department Time Administrators should compare approved requests against actual recorded time to ensure accurate processing. The DTA needs to maintain approval documentation for review and audit for a period of three fiscal years.

Note: Departments may establish a different method to request and record time off as long as that method includes creating and maintaining documentation that the supervisor approved the time and that the time was accurately processed by the DTA.

## **Fees and Travel Reimbursements**

An employee must remit his or her jury duty or material witness fees, less travel reimbursement, to ASU Cashiering Services. An employee with FTE between 50 and 100 percent needs to remit only that same percentage of his or her fee.