



4.7.11 Jury Service

Chapter 4 - General Personnel	Original Effective Date: November 2000
Section: 4.7 Work and Leave Administration	Date Last Reviewed: January 2003
Responsible Entity: Vice President and Chief Human Resources Officer	Date Last Revised: January 2003

I. Purpose

To provide income protection while an employee carries out the civic responsibility of serving on a jury.

II. Scope

This policy applies to all UT Health San Antonio employees requesting leave related to jury service.

III. Policy

A. General Policy

No deduction will be made from the salary or wages of any UT Health San Antonio employee who is called for jury service, nor shall the employee be required to account to UT Health San Antonio for any fee or compensation received for jury service.

B. Procedures

1. In order to qualify for pay during periods of jury service, the employee will furnish documentary proof of service to his or her immediate supervisor.
2. When service as a witness, the employee must report the time as leave unless he or she is testifying in an official capacity.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
11/2000	Policy Origination		
01/2003	Policy Revision		