

JURY DUTY POLICY

Faculty, administrative or classified staff who are called to serve on jury duty at the federal, state, or local level, will receive full pay for the days served. All compensation that the employee receives from the court as a result of serving during working hours, however, must be turned into the university bursar; in turn, Bowling Green State University will pay the employee's regular salary for the time served. If, however, the employee performed the jury duty while on vacation or outside of normal working hours, the employee may keep the court payment.

Employees who appear before a court or jury in a matter to which they are a party may use vacation time, personal leave, or unpaid leave. Examples of this include, but are not limited to, criminal or civil cases, traffic court, divorce proceedings, custody hearings or other court-ordered appearances.

Additional information about the Jury Duty Policy may be found in the Administrative Staff Handbook and the Classified Staff Handbook. There is no reference to this policy in the Charter's Faculty Handbook although the policy does apply to faculty.

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