



JURY DUTY POLICY

When an employee is summoned to Jury Duty, the employee is expected to immediately notify his/her supervisor and present proof of summons; a copy must also be sent to the Human Resources Department. While on Jury Duty, the employee will be paid his/her regular salary. However, once the employee receives the Jury Duty fee (minus the travel expense incurred), the employee must provide the amount paid for Jury Duty service to the Finance Office.

If Jury Duty is not held during a normally scheduled workday, or the employee is released and approximately half the work day remains, the employee is expected to report back to work. This policy applies to all employees (full-time and part-time) as long as Jury Duty coincides with the employee's designated work schedule at Centenary University. Jury duty is not considered hours worked in the computation of overtime.