



# UNIVERSITY OF RICHMOND

## Policy Manual

<b>Policy #:</b>	<b>HRM-2003</b>	<b>Policy Title:</b>	<b>Jury Duty &amp; Subpoenas</b>
<b>Effective:</b>	<b>07/15/2018</b>	<b>Responsible Office:</b>	<b>Human Resources</b>
<b>Date Approved:</b>	<b>07/06/2018</b>	<b>Approval:</b>	<b>Executive Vice President &amp; Chief Operating Officer</b>
<b>Replaces Policy Dated:</b>	<b>Prior to 2007</b>	<b>Responsible University Official:</b>	<b>Senior Assoc. Vice President of Human Resources</b>

### SCOPE:

This policy applies to the University of Richmond Employees and all of its Affiliates. As used in this policy, the term “Employees” refers to staff and faculty; “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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### POLICY STATEMENT:

#### *HRM-2003.1 – Policy*

Regular and limited term full-time or part-time employees who are summoned to jury duty are granted necessary time off without loss of pay or fringe benefits for time they were scheduled to work. Accrual for benefits calculations (such as vacation, sick leave, or holiday benefits) will not be affected during jury duty absence.

Regular and limited term full and part-time employees who have received a subpoena to be a witness in court on a matter unrelated to their employment at the University of Richmond will not receive compensation from the University for time spent responding to the subpoena unless the employee uses available vacation or personal leave.

A supervisor may request documentation from the employee confirming the scheduled dates for jury duty or for responding to a subpoena.

### RELATED POLICIES:

N/A

## **POLICY BACKGROUND:**

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Original policy date is unknown; policy has been in existence since before 2007.

Policy was revised in 2018 to include reference to subpoenas; President’s Cabinet reviewed policy prior to approval in July 2018.

## **POLICY CONTACTS:**

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Senior Assoc. Vice President of Human Resources