



Lehigh University Human Resources Policy

Policy Number: 109
Effective Date: 5/1/1999
Revisions:
Applicability: All Faculty and Staff

JURY DUTY POLICY

Purpose:

Policy on leave available to participate in jury duty

Policy:

In the event that an employee is called for jury service at a time the employee is scheduled to work, the University will pay the employee's base salary for up to two (2) work weeks in any fiscal year (July 1 to June 30). If the employee is dismissed as a juror before noon, he or she is expected to report to work the remainder of the day. If directed to report to jury duty in the afternoon, the employee is expected to report to work in the morning.

Federal jury duty and grand jury duty are special situations which are handled on an individual basis.

Keywords: Jury, Federal, Grand