

UIC HR POLICIES AND PROCEDURES

NUMBER
805-01

MANUAL Human Resources	SECTION Leaves and Absences	PAGE 1 of 2
SUBJECT Jury Duty	EFFECTIVE 04/01/1997	REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

PURPOSE

To communicate University policy regarding paid leaves of absence for jury duty for UIC employees.

SOURCES AND BACKGROUND

University of Illinois Policy and Rules for Civil Service Staff

APPLICABILITY

All UIC employees

POLICY

Support Staff Employees - Support staff employees will be granted leave of absence with pay at the employee's regular rate for non-overtime scheduled hours when called for jury duty, and may retain funds paid to them in compensation for such duty. Employee on a normal workday schedule, e.g., 8:00 a.m. to 5:00 p.m., who are serving jury duty, are expected to report for work whenever the employee's services are not required by the court. If, after being excused by the court, four (4) or more hours remain in an employee's schedule for that workday, an employee must call the supervisor in advance for instructions regarding the completion of the workday unless other arrangements are approved by the supervisor.

A support staff employee on a deep night shift, e.g., commencing at 10:00 p.m. or later, will be granted jury duty leave for the shift immediately preceding a day on which the employee is required to report for jury duty. At the conclusion of the required jury duty, the employee is expected to report for work at the beginning of the first shift that commences eight (8) or more hours after being excused from jury duty, e.g., if the employee is excused at or before 2:00 p.m., the employee will report on the employee's next scheduled shift. A support staff employee on a morning shift, e.g., commencing at 6:00 a.m. or later, or on an afternoon shift, e.g., commencing at 2:00 p. m. or later, will be granted jury duty leave for the shift occurring on the same calendar day as that on which the employee is required to report for jury duty. Nevertheless, an employee on an afternoon shift who reports for jury duty and who is excused before the time that the employee's shift commences must call the supervisor for instructions regarding the completion of the work day unless earlier arrangements are approved by the supervisor.

Support staff employees with part-time appointments will be granted leave with pay for the hours or days that the employee is excused for jury duty and for which the employee was scheduled to work.

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Support staff employees on a leave of absence for jury duty when a University holiday occurs will receive their normal holiday pay. Actual jury duty service on the holiday will not result in additional compensation or time off since jury duty service is not University employment.

Academic Employees - All academic employees (faculty and academic professionals) are given leave with pay for the duration of jury duty, and may retain funds paid to them in compensation for such duty. Management of jury duty is a departmental matter and all arrangements are made between the department/unit head and the employee.

Academic employees with part-time appointments will be granted leave with pay for the hours or days that the employee is excused for jury duty and for which the employee was scheduled to work.

PROCEDURES

RESPONSIBILITY

1. Employee
2. Department/Unit Head

ACTION

- Requests leave of absence with pay when called for jury duty.
- Approves the request and instructs employee on conditions of paid leave for jury duty.