



## 7.2.1 Court Duty

### Policy Statement

The University encourages employees to perform their civic duty to include serving on a jury or as a witness. Regular employees of the University called for jury duty or witness duty will be paid by the University at the normal rate of pay for any regularly scheduled time lost from the job. Miscellaneous leave will be granted upon presentation of official orders from the appropriate court. If the court duty is completed prior to the end of the employee's normal work schedule, the employee must report to work for the remainder of their shift.

### Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration

**Responsible University Administrator:** Associate Vice President – Human Resources

**Policy Owner:** Human Resources

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### Related information

Human Resources Administrative Practice Manual – Voting Leave and Other Miscellaneous Leave  
[www.usg.edu/hr/manual/voting\\_leave](http://www.usg.edu/hr/manual/voting_leave)

### Policy Dates

Effective Date: 2/18/20

Date Last Updated: 2/18/20

Previous Version of Policy: 5/25/12