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[JURY DUTY, COURT APPEARANCE, OR LEGAL HEARING APPEARANCE](#)

POLICY

# Jury Duty, Court Appearance, or Legal Hearing Appearance

LAST

REVISED

Print [Download PDF](https://www.rochester.edu/policies/policy/court-appearance/?pdf=1)(<https://www.rochester.edu/policies/policy/court-appearance/?pdf=1>) Email(<mailto:?subject=Jury Duty, Court Appearance>,  
ON 12/

2024

**This policy applies to:** All regular full- and part-time hourly paid staff, and TAR staff if they work a regular schedule and are scheduled to work on the days summoned to jury duty.

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## I. Policy

Staff members are entitled to time off without loss of base pay for each working day excused to 1) serve on jury duty or 2) when subpoenaed to appear in a court of law, except when the staff member is a primary party to the legal action or a prospective beneficiary of it.

## II. Procedures

### A. Arrangements for Time Off

## ABOUT THIS POLICY

### Policy Number

333

### Policy Group

Human Resources

### Issuing Authority

Human Resources

### Responsible Officer

Kathy Miner

### Contact Information

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kathy.miner@rochester.edu)

## ADDITIONAL RESOURCES

### MyURHR-UKG guide and training

(<https://www.rochester.edu/u/human-resources/professional-success/myurhr/training/>)

## POLICY KEYWORDS

### Benefits

(<https://www.rochester.edu/policies/all/?filter%5Btopics%5D=306>)

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