

Jury Duty and Poll Workers Leave Policy

I. POLICY STATEMENT

Auburn University provides leave for eligible employees to participate in Jury Duty and to volunteer as Poll Workers in accordance with Federal and state laws.

II. POLICY PRINCIPLES

A. Jury Duty: Employees will be granted leave with pay when legally summoned for jury duty during scheduled work hours. Evidence of attendance including applicable dates and time of Jury Duty is required before payment by the University. Documentation should be retained in the department for 3 years. Employees are expected to return to work if released from Jury Duty prior to the end of their scheduled work day. Reasonable travel time will be allowed.

B. Poll Workers: In accordance with Alabama Act 2002-412, Auburn University grants **unpaid** leave to employees who serve as poll workers. Employees may elect to use annual leave during this time for regularly scheduled work hours.

III. EFFECTIVE DATE

May 1, 2018

IV. APPLICABILITY

To all eligible employees.

V. POLICY MANAGEMENT

Responsible Office: Human Resources

Responsible Executive: Executive Director, Payroll, Benefits and Records

Responsible Officer: Associate Vice President, Human Resources

VI. DEFINITIONS

Eligible Employee: For purposes of this policy, employees eligible to participate in Auburn University Leave Programs must be on a regular appointment of 50 percent time or more and expected to be employed for 12 months or longer.

(All paid leaves will be allowed proportionately for an **eligible** employee on a part-time appointment)

VII. POLICY PROCEDURES

Jury Duty should be requested utilizing the University approved time management system.

VIII. SANCTIONS

Violations of this policy will be addressed through appropriate disciplinary action.

IX. EXCLUSIONS

Departments may not establish separate policies on leave.

X. INTERPRETATION

Associate Vice President, Human Resources