

**Policy Number:** 02.031

**Policy Title:** Jury Duty Leave

**Policy Type:** Employee Handbook

**Governing Body:** Senior Leadership Team

**Date of Current Revision or Creation:** September 2014

## **Jury Duty Leave**

Antioch College realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. You are expected, however, to provide the College with proper notice of your request to perform jury duty and with your verification of service. You also are expected to keep management informed of the expected length of your jury duty service and to report to work for the major portion of the day if you are excused by the court. If the required absence presents a serious conflict for management, you may be asked to try to postpone your jury duty. Employees on jury duty leave will be paid for their jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which they perform any work for the College, offset by any jury duty pay received.