



# UNIVERSITY OF NORTH ALABAMA

## Staff Handbook

**JURY DUTY** (also referenced in the [Employee Policy Manual & Handbook](#))

Regular and temporary employees receive their full pay, based on normal hours worked, while absent from the University to serve on jury duty. The hours spent serving on jury duty will be considered hours worked. Additionally, the employee is entitled to keep his/her remuneration for serving on jury duty in addition to his/her pay from the University.

A copy of the court summons must be given to the employee's immediate supervisor for submission to the Office of Human Resources and Affirmative Action. Jury duty should be reported on the bi-weekly timesheet for non-exempt employees and the monthly leave report for exempt employees.

The employee should report to his/her immediate supervisor whenever he/she is excused from jury duty during hours that he/she normally would have been working for the University.