# Human Resources

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# Jury Duty

A regular employee subpoenaed as a witness or juror in Federal or Commonwealth courts will be granted Jury Duty leave. The following also applies for when subpoenaed as a witness by an official committee or board or a federal or state agency.

Federal: Jurors and witnesses, by statute, receive compensation for each day of attendance.Upon employee submission of a copy of the court summons, the Institution will pay the difference, if any, between the employee's regular salary and the Federal court allowance.While absent for jury duty, if the court duty permits, the employee must report for schedule work on a part-time basis.

Commonwealth: The Institution will pay the difference between the eligible employee's regular salary and the State court allowance. While absent for jury duty the employee must report for work on a part-time basis as court duty permits. Upon receipt, the employee must submit a copy of the juror's certificate of attendance to the Institution. (Certificates are mailed to the juror by the court approximately one week after the first day of service.)

For purpose of State jury service, 'regular' employment includes part-time, temporary and casual employment as long as the employee's hours may be determined by a schedule or by work pattern established during the three-month period preceding the term of service of the juror.

Under State statute, a witness in Commonwealth courts receives compensation for each day of attendance. The difference, if any between the State's fee and the employee's regular salary will be paid by the Institution. The employee must report for work on a part-time basis as court duty permits.Upon receipt, the employee must submit appropriate court documentation to the Institution

In all cases above, the Institution pays the employee's regular salary. When the employee receives payment from the court, s/he must properly endorse the check and present it to the Payroll Office.

The employer copy of the Juror Service Certificate must be received in the Payroll Office no later than one month from the date of service. An employee who is unable to provide confirmation of juror service within this time period must submit a revised time report, charging the absence either to vacation or time without pay.
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