



FERRIS STATE UNIVERSITY

HUMAN RESOURCES

HR Related Policies & Procedures

Effective Date: October 22, 2004

FSU-HRPP 2005:26

Leaves of Absence – Jury Duty Leave

COVERED EMPLOYEES

- All Employees

Note: Bargaining unit employees are covered by the terms and agreements of the [collective bargaining agreement](#) (CBA). Please refer to the CBA for details.

BOT POLICY

Sec. 6-501. General Provisions Relating to Leaves of Absence. The University provides various leaves of absence for eligible employees. An eligible employee may apply for the following leaves of absence: Sabbatical, Medical, Unpaid Personal Leave, Family and Medical Leave Act (FMLA), Military, Political, or Jury Duty except as required by law. (The policies related to time off for vacation, holidays, and funeral/bereavement issues are covered by Section 6-7.)

The President or his/her designee will establish policies and procedures related to leaves of absence. Bargaining unit employees are covered by the terms and agreements of the collective bargaining unit agreement (CBA).

Sec. 6-502. Types of Leaves of Absence.

7) Jury Duty Leave: All University employees will be granted time off to fulfill their required obligations to serve on Jury Duty. Jury Duty leave is unpaid unless the employee meets the eligibility under the Board of Trustees [Jury Duty](#) policy.

HR PROCEDURES/DESCRIPTION/DEFINITIONS

- I. If called to serve on Jury Duty, the employee must notify his/her supervisor as soon as possible.
- II. If selected, the juror will be excused from work as necessary to perform his/her civic obligations. If the juror is required to perform jury duty on only part of

his/her scheduled workday, or is released from jury duty, the juror must return to work for the balance of that day.

- III. If an employee is scheduled to work the evening of jury duty, or the night before, the employee's supervisor will adjust the employee's schedule as needed.
- IV. Jury Duty leave does not apply to service as a witness, unless specified in the applicable collective bargaining agreement.

RESPONSIBILITY

Employee: Employee must request the appropriate leave, complete required forms as applicable, and provide updates as needed, relating to their situation.

Supervisor: Comply with policies, report leaves to appropriate University offices, etc.

Refer Questions To: *Human Resources*