



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 their remuneration for serving on jury duty in addition to their 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. 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 their immediate supervisor whenever they are excused from jury duty during hours that they normally would have been working for the University.