

## Civil Duty Leave

Civil Duty Leave shall be granted employees to serve on jury duty, as trial witnesses, or to exercise other subpoenaed civil duties, in accordance with the terms of the applicable University policies, civil service rules or collective bargaining agreements. (See the [“Civil Leave”](#) sections of the University’s Web page on leave administration).

### Procedures

- Employee submits request for specified period of civil leave to manager/supervisor (include copy of subpoena or summons to appear in court) Attaches a copy of the court summons to the completed Leave Request form.
- Director/Supervisor/Manager responds to employee in writing and instructs the employee to report civil leave taken after civil duty has been completed, and if applicable, to reimburse the University for compensation received
- Upon completion of civil duty leave, employee reports civil leave and forwards leave requests and all related correspondence to unit timekeeper for processing.
- Depending on the collective bargaining agreement or rules applicable for the employee, the employee may be required to reimburse the University for compensation received for jury service or other subpoenaed appearance while on paid civil duty leave (See the [“Civil Leave”](#) sections of the University’s Web page on leave administration). If reimbursement is required, the employee endorses any checks received from the court to the University of Washington and delivers to the unit’s Payroll Coordinator. If compensation from the court includes travel or parking expense, this will be reimbursed by the University. Alternatively, the employee may issue a personal check, payable to the University of Washington, for the amount received less approved expenses. .A signed statement indicating the amount received and the deduction taken must be included with personal checks.

Click here for a [sample approval letter](#).

## **Guidelines for Administration**

Leave of absence with pay shall be granted for civil leave if an employee has been notified to serve on jury duty or has been subpoenaed to appear for other civil duties during his or her work hours. An employee requesting civil duty leave is required to provide a copy of the jury selection notice or the subpoena received with the request. The appropriate documentation must be provided with the request in order for approval to be granted.

An employee who is a named party in the litigation (e.g., an employee who has filed a lawsuit against a neighbor or spouse) and who is appearing in court on his/her own behalf would not be typically subpoenaed and not be expected to request civil duty leave. If an employee requests civil duty leave to represent his or her own interests in court and has been subpoenaed, the supervisor should contact the [Human Resources Administrator for Facilities Services](#), or the [Human Resources Consultant](#), for guidance before approving the employee's request.

An employee who regularly works a night, swing or other non-day shift and is requested to serve on jury duty or is subpoenaed to appear in court during the day has the following options:

1. Request that he/she be transferred to the day shift for the duration of the jury duty or subpoenaed appearance and be on civil duty leave: such requests are to be granted whenever possible. If operational necessity appears to require that the request be denied, this should be reviewed with a director prior to final determination.
2. Serve on jury duty or appear in response to subpoena during the day (on the employee's own time), keep any compensation provided, and work his/her regular shift.

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