

Policy Title: Jury Duty

Policy Summary: Salary and Benefits While on Jury Duty

Policy Category: Human Resources

Policy Owner: Human Resources

Policy Summary

Drake Drake supports employees in their civic responsibility to serve as jurors in judicial proceedings by allowing full-time and regular part-time employees on jury duty to retain full salary and benefits for up to ninety calendar days.

Purpose

The purpose of this policy is to support University employees in their civic responsibility to serve as jurors in judicial proceedings.

Scope

Drake University provides its full-time and regular part-time employees full salary and benefits for a period of up to ninety calendar days for jury duty.

Policy

Jury Duty

Drake supports employees in their civic responsibility to serve as jurors in judicial proceedings. At all times, employees must report their attendance for jury duty to their manager. When not required to be present for jury duty, employees are expected to report to work. Full time and regular part-time employees on jury duty retain full salary and benefits for a period of ninety calendar days and are not required to reimburse Drake for any amounts paid to them for jury duty.

An employee who is subpoenaed to testify in a non-work related case will be required to use their vacation or personal time.

Last Review Date: January 2021

Effective Date: September 2016

Resources and Related University Policies:

- [Attendance](#)
- [Vacation Policy](#)
- [Fair Labor Standard Act \(FLSA\) Safe-Harbor](#)