

3.672 RCUH Jury Duty Leave

I. Policy

It is RCUH's policy to provide continuing income to employees during periods of absence due to attending jury duty.

II. Responsibilities

A. RCUH Employee

1. Comply with attendance procedures set forth by the Principal Investigator.
2. Give prior notice of the jury duty to the Principal Investigator/designee as soon as practicable.
3. Notate jury duty period on the Employee Time/Leave Certification Form and attach the original jury duty certification confirming the jury duty attendance.

B. Principal Investigator

1. Ensure that attendance procedures (i.e., call-in requirements, leave requests, changes in work schedule) are clearly communicated to each employee. Enforce and monitor attendance procedures.
2. Review time report and ensure that Jury Duty period is recorded on the RCUH Human Resources Portal online timesheet and supporting documentation is properly submitted to RCUH Payroll by the applicable deadlines.

III. Applications

This policy applies to all regular-status employees regardless of FTE status. Temporary employees and student assistants are not eligible for jury duty leave; however, unpaid time off may be allowed under Policy 3.650 RCUH Leave of Absence Without Pay.

IV. Policy Details

- A. Jury Duty Pay Provisions** – Employees will continue to receive their full salary while serving jury duty provided they provide a jury duty certification form. Employee serving on jury duty may receive and retain applicable daily stipend, per diem, etc. provided by the court. Any court-provided compensation and/or benefits need not be reported to the RCUH since this is considered outside/non-RCUH income.
- B. Applicable Only When an Employee Is Scheduled to Work** – Jury duty paid leave (e.g., paid jury duty pay from RCUH, see IV.A above) is paid only for the days and the hours that the employee is normally scheduled to work.
- C. Returning to Work After Jury Duty** – An employee is not expected to serve eight (8) hours on jury duty and then report to work. However, an employee who is released

early from jury duty shall report to work to complete his/her normal workday as authorized by the Principal Investigator or authorized designee.

V. Procedures

A. Procedures for an Employee Summoned for Jury Duty

1. Employee Must Notify Principal Investigator/Designee: An employee called to jury duty shall give prior notice to his/her Principal Investigator or authorized designee as soon as practicable so daily work schedules can be accommodated.
2. Employee Must Notate Jury Duty on Time Report: Jury duty must be noted with earnings code "LJD" on the "Paid Leave" column of the Employee Time/Leave Certification Form.
3. Employee Must Submit Jury Duty Certification: The employee must attach the original jury duty certification, signed by the bailiff or court clerk, confirming the employee's attendance of jury duty to the applicable Employee Time/Leave Certification Form. The jury duty summons is not accepted.
4. For Jury Duty Certifications Which Cover Dates in More Than One (1) Pay Period, a Copy of the Jury Duty Certification Should Be Attached to Subsequent Time Reports. If the jury duty leave is not submitted, the time off will be paid through accrued vacation.
5. Jury Duty Leave must be reported on the RCUH Human Resources Portal Online Timesheet: The Principal Investigator must report the employee's jury duty leave on the "Other Earnings" tab of the online timesheet with the earnings code "LJD." The Employee Time/Leave Certification Form and Certificate of Jury Duty must also be submitted to the RCUH Payroll Office by the applicable payroll deadline.

VI. Contact

RCUH Benefits: (808) 956-6979
rcuh_benefits@rcuh.com

VII. Relevant Documents

[Employee Time/Leave Certification Form](#)
[Payroll Processing Schedule](#)
[Policy 3.650 RCUH Leave of Absence Without Pay](#)

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