



## Ohio Administrative Code Rule 3337-40-25 Jury duty and court leave.

Effective: June 20, 2016

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The version of this rule that includes live linksto associated resources is online at

<https://www.ohio.edu/policy/40-025.html>

### (A) Overview

This policy provides for administering time off for all faculty and staff subpoenaed for jury duty or court appearances.

Ohio university employees will honor all lawful subpoenas. Employees will continue to receive full pay when they are subpoenaed to appear before any court, commission, board, or other legally constituted body authorized by law to compel the attendance of witnesses, including jury duty for the United States, the state of Ohio, or a political subdivision.

The provisions of this policy do not apply to those instances when an employee appears in court

- (1) As the defendant in a criminal case;
- (2) As a party to a civil action;
- (3) As a result of secondary employment outside of the service of the state; or
- (4) Without a subpoena having been issued.

### (B) Process

When properly subpoenaed, an employee is required to provide reasonable, timely advance notice to his or her supervisor to request the necessary time off.



Employees may be excused from scheduled work assignments without loss of pay only for the period of reporting to and serving on a jury (or complying with a subpoena), including reasonable travel time.

Employees called to serve (or appear) whose assignments require them to work beyond eleven p.m. may, at management's discretion, be released from work with pay at eleven p.m. the evening before they are scheduled to appear in court, or alternatively, the affected employee's shift may be flexed or the employee may be temporarily transferred to a dayshift during the period of jury duty.

Employees called to serve (or appear) whose work schedule is completed prior to eleven p.m. will be released from work the day of their scheduled jury duty until the time they are released from their jury duty services.

An employee required to serve (or appear) for only a part of a day for jury duty is obliged to return to a scheduled work assignment promptly following dismissal by the court.

Any monies received for serving (or appearing) will be retained by the employee.

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