



## Ohio Administrative Code

### Rule 3361:30-31-08 Time off from work: policy for jury duty, subpoena to court for all employees.

Effective: April 25, 2018

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The following rule applies to all employees except those covered by a collective bargaining agreement addressing the topic.

#### (A) Jury duty

(1) When called for jury duty and while serving as a juror, full-time employees receive time off at their normal rate of pay. Special problems involving pay for jury duty served by hourly paid employees may be taken up with human resources.

(2) Under normal circumstances, the university will not ask for deferment of jury duty. Should the release of an employee create a hardship for the administrative unit, the administrative unit head may contact human resources for deferral instructions.

#### (B) Subpoena to court

(1) Employees subpoenaed to appear in court as a witness on behalf of the university or a governmental unit shall be given time off with pay.

(2) Employees are not paid when they are subpoenaed to appear in court for criminal or civil cases being heard in connection with the employee's personal matters, including but not limited to appearing in traffic court, divorce proceedings, custody hearings, appearing as directed with a juvenile, and so forth. The time off may be charged to accrued compensatory time or vacation or may be taken without pay.

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