

Jury and Witness Pay

201.29

I. Policy

Employees, including probationary employees, shall be excused from work and will not sustain loss of their regular compensation when called upon for jury duty or to testify at the order of a court or other agency of government or upon request of the University. This policy does not apply to an employee who is a plaintiff or serves as an expert witness.

An employee who loses time from work for jury or witness service will receive his or her regular University compensation for the lost time. Documentation may be required to support an absence under this policy.

Employees will immediately report to work if released from jury or witness service in order to start or continue their regular work schedule that day except that:

Employees who perform jury duty service or testify pursuant to a subpoena within the eight (8) hour period immediately preceding their regular shift, may, at the employee’s request, have an amount of time off work with pay at regular salary plus any applicable shift premium, equal to the time they were required to spend in court during that preceding eight hour period.

In addition, employees who are required to report for jury duty service or testify pursuant to a subpoena following completion of a shift that ends after midnight will be excused from work at midnight and paid for such lost time at their regular salary plus any applicable shift premiums.

Accrual of vacation or Paid Time Off (PTO) is not affected by time spent on jury or witness service.

Procedures: <https://hr.umich.edu/working-u-m/my-employment/uhr-procedures/20129-jury-witness-pay>

**Notes:**

This policy was reviewed in January 2013. No changes were made.

| Attachment   | Size     |
|--|----------|
| <a href="#">Printable PDF of 201x29 Jury and Witness.pdf</a> | 21.96 KB |

|                                      |  |  |
|--------------------------------------|--|--|
| SPG number:<br>201.29                | Applies to:<br>All regular employees with the exception of those represented by a bargaining unit                    | Related links:<br><a href="#">Procedures</a> |
| Last updated:<br>January 3, 2013     | Owner:<br>University Human Resources and the Office of the Provost and Executive Vice President for Academic Affairs |  |
| Next review date:<br>January 3, 2017 | Primary Contact:   |  |

University Human Resources and the  
Office of the Provost and Executive  
Vice President for Academic Affairs

**Hard copies of this document are considered uncontrolled. If you have a printed version, please refer to the University SPG website ([spg.umich.edu](http://spg.umich.edu)) for the official, most recent version.**