BAYLOR
UNIVERSITY
1845

Policy Title: Court Leave	**Policy Number: 405**
Date Issued:	**Responsible Executive: Vice President & Chief Human Resources Officer**
Date Last Revised: November 16, 2018	**Responsible Office: Human Resources**

Court Leave

Policy Statement

Baylor University provides eligible employees court leave to serve as a juror or witness in a court of law during the regularly scheduled work hours.

Reason for the Policy

Eligible employees who receive a court-ordered jury summons or subpoena to appear as juror or witness in a court of law receive time off with regular pay as "paid court leave" after providing notice to the supervisor by presenting the court document upon receipt.

Individuals/Entities Affected by this Policy

Faculty, staff, and benefit eligible temporary employees

Exclusions

Employees who serve as the plaintiff or defendant in the court do not receive paid court leave
Short-term temporary staff

Related Documents and Forms

UNIVERSITY POLICIES AND DOCUMENTS

[Work Hours/Schedules](#)

1. Court Leave Policy

Juror's Right to Reemployment Act in Texas Civil Practices & Remedies Code
Chapter 122
Fair Labor Standards Act (FLSA)

FORMS AND TOOLS

Timecard (for bi-weekly paid staff)
Monthly Absence Record (for monthly paid staff)

Definitions

These definitions apply to terms as used in this policy.

Eligible Employee	Individuals employed as full-time or part-time benefit eligible staff, who are in receipt of court-ordered document(s) to appear as juror or witness
Court-Ordered	Ordered by a court of law
Paid Court Leave	Regular-rate pay received by eligible employee when serving as juror or witness, upon recording leave hours as applicable with supervisor approval
Short-Term Temporary Staff	Staff positions that are temporary and or intermittent/seasonal in nature and do not qualify for leave accruals or other employee benefits

Contacts

Subject	Contact	Telephone	Office email/web site
Policy Questions	Human Resources	254-710-2000	askHR@baylor.edu www.baylor.edu/hr
Timecard Entry Questions	Payroll Office	254-710-2217	Payroll_Office@baylor.edu www.baylor.edu/payroll

Responsibilities

Eligible Employee	Present court documentation to supervisor upon receipt; coordinate leave with supervisor; record hours absent as "court leave" on applicable timecard or monthly absence record
Supervisor	Upon receipt of court documents from employee, revise work schedule as needed; review/approve timecard entries or absence record
Payroll Office	Process court leave absence hours as reported and approved

Principles

Jury duty leave is job-protected leave. Baylor University provides eligible employees court leave, paid as regular time worked, to serve as a juror or witness in a court of law during the regular workweek. Time spent on jury duty is not "time worked" for purposes of the

Fair Labor and Standards Act and is not considered in the calculation of overtime. An employee released from jury or witness service during the course of the workday must return to work immediately. Any pay received by the employee from the court while serving as a juror or witness belongs to the employee.

Procedures

PROVIDING NOTICE AND SCHEDULING

Upon receipt of court-ordered documentation stating the appearance/attendance required as juror or witness, employee provides notice to supervisor by presenting documents. Supervisor reviews documentation, reviews/revises work schedule as needed and reviews/approves timecard or absence report upon submission.

REPORTING TO COURT

Employee reports to court for service as a juror or witness as required during the regular workweek. Upon dismissal from the court during regularly scheduled work hours, the employee returns to work. If court hours are outside of regularly scheduled work hours, then a comparable amount of time should be given as court leave and coverage coordinated by the supervisor.

RECORDING HOURS

Employee records hours absent for service as a juror or witness as "court leave" on the applicable timecard or monthly absence report, to be approved and submitted by the supervisor.