

## MEMORANDUM

TO: Employees Summoned for Jury Duty

FROM: Emerson H. Fly

SUBJECT: Court Leave Procedures

University policy based upon State law permits University employees to appear as a court witness or to serve on jury duty and receive paid court leave upon presentation of an official summons, subpoena, or notice. The State law also requires that you reimburse the University in an amount equal to any payments received for court service. The amount you reimburse to the University is reduced by the amount of your parking expenses. In order to support your parking expenses, you must obtain a paid parking receipt. You may choose to retain the court payment and take annual leave as an alternative to reimbursing the University.

To receive court leave, give the official court notice to your department head and, upon completion of court service, provide your department head all records of jury service, dates released from service, payments received, and parking receipts. Your department head will then complete a Jury Duty Payment Record form to document your periods of court service. You must reimburse The University of Tennessee for payments which you received from the Court, less any associated parking expenses. Such payments must be made within ten (10) working days of your return to work. A copy of the Jury Duty Payment Record form will be provided to you.

Please contact your department head or your Personnel Office if you have any questions about these procedures.

EHF:sf

Jury Duty Payment Record

Employees who are granted Court Leave must reimburse the University for the amount paid to them by the Court. This form is provided to document the dates for which an employee is summoned to serve jury duty, dates released, compensation received and parking expenses incurred. Additionally, the form supports the deposit of funds collected from the employee.

This form must be completed by the employee's department head or designee no later than 10 days after the employee returns to work upon the completion of jury duty. The original completed form, along with the employees payment and parking receipts, must be forwarded for deposit in accordance with regular departmental deposit procedures. The second copy of the form must be forwarded to your Personnel Office and the third copy to the employee. Signature of the department head or designee must appear on all copies of the forms.

Employee Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Responsible Account No.: \_\_\_\_\_ Responsible Account Name: \_\_\_\_\_

Type of Jury Duty: \_\_\_\_\_ Local; \_\_\_\_\_ State; \_\_\_\_\_ Federal; Other \_\_\_\_\_  
Explain

Dates Summoned for Jury Duty: From: \_\_\_\_\_ To: \_\_\_\_\_  
Month Day Year Month Day Year

Dates Released From  
Jury Duty Without Pay \_\_\_\_\_  
(Month, Day, Year) \_\_\_\_\_

1. Compensation Received for Jury Duty:

a. Number of Days \_\_\_\_\_

b. Amount Paid Per Day \$ \_\_\_\_\_

Total Amount Received by Employee (a x b) = \$ \_\_\_\_\_

2. Less Parking Expenses (Attach Receipts): \$ \_\_\_\_\_

3. Amount to be paid to the University (Item 1 less Item 2) \$ \_\_\_\_\_

The above information accurately reflects the dates summoned for jury duty and the compensation and related expenses for jury service and payment received.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

DEPOSIT INFORMATION

Total Jury Duty Compensation Received from Employee \$ \_\_\_\_\_

Account number to be credited \_\_\_\_\_

Salary Object Code \_\_\_\_\_ 9 \_\_\_\_\_

Received by: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

July 1, 1985