



Jury Duty and Court Appearances #1710.165

INITIAL EFFECTIVE DATE: July 2005	LAST REVISION DATE: May 7, 2025	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Human Resources Payroll and Employee Records
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POLICY STATEMENT

An employee summoned as a member of a jury panel, shall be granted leave with pay and any jury or witness fees shall be retained by the employee. Leave granted hereunder shall not affect the employee’s vacation or sick leave balance.

As an employee subpoenaed to represent the University shall have such duty considered a part of the employee’s job assignment. The employee shall be paid travel expenses and incidentals. The employee shall give the University any fees received.

An employee is not paid for time off work because they were 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, etc. or service as a paid expert witness. The time off may be charged to accrued compensatory time (if applicable), vacation leave, or may be taken as leave without pay.

Proof of jury duty/court appearance documentation may be required by the Department/Supervisor from the employee.
Applies to Law Enforcement Personnel:

If a sworn law enforcement employee is subpoenaed to appear as a witness in a job-related court case, not during the employee’s regularly assigned shift, the employee shall have the option to either accept the witness fee or be granted a minimum of 2½ hours which shall be counted as hours worked. FIU reserves the right to change said employee’s schedule in order to minimize or eliminate any overtime costs associated with the court appearance.

SCOPE

This Policy applies to all employees (faculty, staff, and Law Enforcement Personnel).



REASON FOR POLICY

To administer a policy regarding jury duty and subpoena for court appearances.

DEFINITIONS	
TERM	DEFINITIONS
Employee	A person employed for wages or salary, especially at nonexecutive level.

ROLES AND RESPONSIBILITIES

Employees are expected to provide notice to their supervisor regarding jury duty and subpoena for court appearances.

Employees must complete the Leave Request process.

Supervisors should approve the leave request after appropriate verifications.

RELATED RESOURCES

NA

CONTACTS

Florida International University
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HISTORY

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