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EMPLOYEE SERVICES

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[Home](#) > Jury Leave

Jury Leave

Jury leave is paid leave granted to an employee who has been summoned as a juror (summoned for jury duty). A juror is any person who is a member of any jury or grand jury impaneled by any court of this State or by any public servant authorized by law to impanel a jury. The term juror also includes any person who has been drawn or summoned to attend as a prospective juror? (Colorado Statute 18-8-601).

The University of Colorado must compensate employees, according to Colorado Statute 13-71-132. The statute also states that employees must provide their employer with a copy of the Juror Service Certificate.

Application of the rules and procedures regarding jury leave vary somewhat depending upon job classifications. The following information applies, based upon an employee's job class type:

State Classified Employees with Permanent Job Appointments

1. Paid jury leave is granted to permanent state classified employees for whatever period of time they are required to serve on jury duty. No time restriction applies (State Personnel Director's Procedures 5-19).
2. Employees called for jury duty should immediately notify their supervisor and should provide a copy of the notice to serve.
3. A permanent classified employee assigned to work on the second or third shift shall be granted jury leave during his/her shift, equal to the amount of hours spent on jury duty within the same 24-hour period.
4. Jury leave should be reported in Time Collection using the earnings code JRY.
5. Vacation/Sick leave continues to accrue while on jury duty.
6. Jury pay and expenses reimbursed by the court may be kept by the employee, and do not need to be relinquished to the university.

State Classified Employees with Temporary Job Appointments

1. Temporary state classified employees are granted up to three days of paid jury leave. Any time exceeding this is not compensable by the employer (State Personnel Director's Procedures 5 -19).
2. Employees called for jury duty should immediately notify their supervisor and should provide a copy of the notice to serve.
3. Only regularly scheduled work hours are eligible for paid jury leave. For example, an

employee normally scheduled to work for four hours per day who is absent for three days due to jury leave will be paid for twelve hours total, regardless of the actual time spent serving on the jury.

4. For temporary state classified employees paid hourly, the department should pay the hours in Time Collection using whatever earnings type the employee is normally paid from (e.g., REG). The department should maintain a record of the jury leave usage in the employee's file.
5. Jury pay and expenses reimbursed by the court may be kept by the employee, and do not need to be relinquished to the university.

12-Month Faculty and University Staff (formerly Exempt Professional Employees)

1. University staff and faculty on twelve-month appointments are granted jury leave with full pay for the period of jury duty.
2. Employee called for jury duty must immediately notify their supervisor and provide a copy of the notice to serve.
3. Jury leave should be reporting in Time Collection using the Earnings Code JRY.
4. Vacation and sick accruals are not reduced by the use of jury leave.
5. When an employee appears as a witness under subpoena or direction of the proper authority, he/she is granted paid court leave for such service.
6. Compensation received by employees for jury duty or as a witness may be retained by the employee.

Student Employees

1. Student employees are granted up to three days of paid jury leave. Any time exceeding this is not compensable by the employer.
2. Employees called for jury duty should immediately notify their supervisor and should provide a copy of the notice to serve.
3. Only regularly scheduled work hours are eligible for paid jury leave. For example, an employee normally scheduled to work for four hours per day who is absent for three days due to jury leave will be paid for twelve hours total, regardless of the actual time spent serving on the jury.
4. For student employees paid hourly (bi-weekly or monthly), the department should pay the hours in Time Collection using whatever earn type the employee is normally paid from (eg., STH, STS). The department should maintain a record of the jury leave usage in the employee's file.
5. For student employees paid a monthly salary, the employee should receive their normal salary and the department should maintain a record of the absence (up to three days) attributable to jury leave usage in the employee's file. Since leave over three days is not compensable by the employer, any jury leave exceeding three days should be entered as a dock in time collection.
6. Students who are paid from federal Work-Study money may not be paid from this pay source for jury duty. (State Work-Study money is OK.) Departments must charge this jury duty-pay to another SpeedType that is not federally funded.

Note: See the Boulder campus [On-Campus Student Employment Procedures Handbook](#) ^[1] for additional information concerning jury duty pay for students at CU-Boulder. For the UC Denver campus use their [Student Employment Handbook](#) ^[2] for additional information

concerning jury duty pay for students at UC Denver.

Faculty Employees with Academic-Year Appointments

1. Faculty members should contact their department chairperson and/or the Office of Academic Affairs for instructions.
2. Following general university practice, compensation that faculty members receive for jury pay should be turned over to the university. Expenses reimbursed by the court (mileage, parking, etc.) are to be kept by the employee. Employees should contact their department payroll liaison and/or department finance representative for assistance with this process.
3. Suggested processing method for department payroll liaison/finance representative:
 1. If the check includes only jury pay (no mileage, parking, or other expenses), it can be endorsed by the employee, cash receipted for the total amount and deposited at the campus cashier's/bursar's office.
 2. If the check includes payment for both jury duty and expense reimbursements (mileage, parking, etc.), the cash receipt should be for the amount of the jury pay only, excluding the amount paid for expenses. The employee may then endorse the check, then take it and the cash receipt to the campus cashier's/bursar's office. The cashier will deposit the check and provide the employee with change in the amount of the reimbursed expenses.
 3. Check with your department finance office representative for the appropriate SpeedType to use.

Groups audience:

Employee Services

Source URL: <http://www.cu.edu/employee-services/jury-leave>

Links:

[1] <http://www.colorado.edu/studentemployment/sites/default/files/attached-files/oncampushandbook.pdf>

[2] [http://www.ucdenver.edu/student-](http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/FA/employment/Documents/14-15%20Handbook%20Updates%203.0.pdf)

[services/resources/CostsAndFinancing/FA/employment/Documents/14-15 Handbook Updates 3.0.pdf](http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/FA/employment/Documents/14-15 Handbook Updates 3.0.pdf)