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Jury Leave [1]

If you receive a jury summons, CU will pay you during at least a portion of your jury duty once you provide your supervisor proof of your service — regardless of whether you're selected to serve on the jury.

How long you'll be paid, and the rules regarding your services, depend upon your job classification:

University staff and 12-month faculty members:

- Receive full pay for the period of jury duty — and continue to accrue vacation and sick time at the regular rates.
- Must notify supervisors of service and provide a copy of the notice to serve and, if selected to serve, a juror service certificate.
- Receive paid "court leave" if subpoenaed to appear as a witness.
- May keep any compensation received for being a witness.

9-month faculty members:

- Must contact their department chairperson and/or the Office of Academic Affairs for instructions on rules and how to proceed.
- Must turn over to CU any compensation received for jury service but may keep expenses the court reimburses (e.g., mileage, parking, etc.). Contact your department's finance or HCM Community representative for help with this process.

Full-time classified staff members:

- Receive full pay for the period of jury duty — and continue to accrue vacation ad sick time at the regular rates.
- Must notify supervisors of service and provide a copy of the notice to serve and, if selected to serve, a juror service certificate.
- Will be granted jury leave regardless of what shift they work (i.e., first, second, third) equal to the hours spent on jury duty within the same 240-hour period.
- May keep expenses reimbursed by the court (e.g., mileage, parking, etc.).

Temporary classified staff members:

- Receive up to three days of paid jury leave.
- Must notify supervisors of service and provide a copy of the notice to serve and, if selected to serve, a juror service certificate.
- Receive pay only for regularly scheduled work hours. For example, if you're normally scheduled to work four hours a day and are absent for three days due to jury leave, you will be paid for 12 hours total, regardless of the actual time you spent serving on the jury.
- May keep expenses reimbursed by the court (e.g., mileage, parking, etc.).

Student employees:

- Receive up to three days of paid jury leave.
- Must notify supervisors of service and provide a copy of the notice to serve and, if selected to serve, a juror service certificate.
- Receive pay only for regularly scheduled work hours. For example, if you're normally scheduled to work four hours a day and are absent for three days due to jury leave, you will be paid 12 hours total, regardless of the actual time you spend serving on the jury.
- **CU Boulder student employees:** See the CU Boulder On-Campus Student Employment Procedures Handbook [2]for additional information concerning jury duty pay.
- **CU Denver student employees:** See the Student Employment Handbook [3]for additional information concerning jury duty pay.

Groups audience:
Employee Services
Right Sidebar:
ES: HR - Contact
ES:HR - Campus HR Contact Information

Source URL:https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/time/jury-leave

Links
[1] https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/time/jury-leave
[2] https://www.cu.edu/docs/cu-boulder-campus-student-employment-procedures
[3] http://www.ucdenver.edu/student-services/resources/CostsAndFinancing/FASO/Do/StudentEmployment/Pages/StudentEmploymentHandbooks.aspx