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Court and Jury Leave [1]

You may be summoned to serve on a jury or testify in court. See how your work time is covered.

Employee types listed here are eligible to receive court and jury leave.

- University Staff
- Faculty
- Classified Staff

You will receive jury leave with full pay for the extent of your jury duty. If you appear as a witness under subpoena or direction of the proper authority, the court will issue you pay, which you are entitled to keep.

If you must appear in court for personal reasons, without being served a subpoena, you must use vacation leave or leave without pay. You may keep any compensation you receive as a result.

How to track in My Leave

1. Login to the employee portal [2].
2. Select the **My Leave tile**.
3. Click the day(s) you require jury leave.
4. Under **Earnings Code**, choose **Jury Leave**.
5. Under **Status**, select either **Mark as Taken** or **Submit a Request**, depending on whether your jury time already occurred or will be happening in the future.

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If you must appear in court for personal reasons, without being served a subpoena, you must use vacation leave or leave without pay. You may keep any compensation you receive as a result.

Note: If you're a faculty member who is governed by an approved alternative compensation plan, the above rules **do not** apply to you.

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Jury leave provides paid leave to all employees. However, temporary employees receive paid leave for a maximum of three (3) days of jury leave.

Jury pay is not turned over to the department. Proof may be required.

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Groups audience:
Employee Services
Right Sidebar:
ES: Payroll Contact

Source URL:https://www.cu.edu/employee-services/leave/other-types-leave/court-and-jury-leave

Links
[1] https://www.cu.edu/employee-services/leave/other-types-leave/court-and-jury-leave [2] https://my.cu.edu