

JURY DUTY

Employees of Temple College are encouraged to serve on jury duty. The employee may keep any remuneration received for jury duty and no deduction from pay will be made while on jury duty. The time served while on jury duty will be recorded on a Faculty-Staff Leave Request/Monthly Exception Report form. Non-exempt (Classified) employees, in addition to the Leave Request form, need to record this information on their individual monthly time sheet. The final authorized forms will be stored in Human Resources.

Board Approval Date: January 25, 2016

Effective Date: January 25, 2016

Final Revision Date: October 24, 2012

Policy Manual Review Committee – December 3, 2015