



**POLICY RESOURCES**

Human resources services are provided to Marshall University Research Corporation by Marshall University Human Resource Services  
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Applies to:	<b>Marshall University Research Corporation (MURC)</b>
Title:	<b>Benefits – Jury Duty</b>
Number:	<b>35</b>
Effective Date:	<b>10/01/06</b>
Last Revision Date:	

Marshall University Research Corporation (MURC) allows its employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to one week of paid jury duty leave over any one fiscal year period. Employee categories that qualify for paid jury duty leave are:

- Full-Time
- Part-Time A

See MURC human resources policy and procedure 3, Employment Categories, for an explanation of the categories.

Jury duty pay will be calculated on the employee’s base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, annual leave) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either MURC or the employee may request an excuse from jury duty if, in MURC’s judgment, the employee’s absence would create serious operational difficulties. MURC will continue to provide health insurance benefits for the full term of the jury duty absence.

Annual leave, sick leave, and holiday benefits will continue to accrue during unpaid jury duty leave.

HUMAN RESOURCE SERVICES POLICIES AND PROCEDURES PROVIDED FOR MARSHALL UNIVERSITY RESEARCH CORPORATION (MURC) APPEAR ON THE MURC WEB SITE. TO NAVIGATE TO THE HUMAN RESOURCES POLICIES AND PROCEDURES, PLEASE CLICK **HUMAN RESOURCES** ON THE MURC HOME PAGE AT <http://www.marshall.edu/murc/>. MARSHALL UNIVERSITY HUMAN RESOURCE SERVICES PROVIDES HUMAN RESOURCES SUPPORT TO MURC. THIS POLICY IS COPYRIGHTED BY MARSHALL UNIVERSITY. FOR ANY QUESTIONS ON THIS POLICY, PLEASE CONTACT HUMAN RESOURCE SERVICES AT THE ADDRESS AT THE TOP OF THIS POLICY.