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<b>SUBJECT:</b>	Jury or Witness Leave
<b>POLICY NO:</b>	IV:06
<b>APPLICABLE TO:</b>	All Employees
<b>PAGE NO:</b>	1 of 1
<b>EFFECTIVE DATE:</b>	August 1, 1992
<b>REVISION DATE:</b>	August 1, 2018 (due to name change)

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I. POLICY:

The Hennepin Healthcare Research Institute (HHRI) believes it should facilitate the fulfilling of an employee's civic responsibilities in serving on court juries or as a witness when called upon.

Therefore, it is the policy of the HHRI that when an employee is selected for jury duty, the HHRI will reimburse the difference between jury pay and his/her regular salary, less any expenses the employee paid for parking, so there will be no loss in compensation to the employee.

This policy also applies if an employee is summoned to appear as a witness in a court case, except when he/she appears as a witness for his/her personal benefit.

II. PROCEDURE:

- A. The employee must notify his/her immediate supervisor as soon as he/she is given notification by governmental authorities.
- B. Employees must also present a copy of their court voucher received from the court for serving on jury duty to the HR/Payroll department.
- C. Employees released from jury duty or witness service for any period during the day he/she normally works, his/her work day is considered complete. However, if an employee is excused from jury duty or witness service for any full day, a day for which he/she is not compensated by the court, he/she is required to report to work on that day.
- D. The employees' online timesheet must show the time the employee spent on jury duty by selecting the "Jury Duty/Witness Leave" pay code. The employee's immediate supervisor is responsible for assuring proper times are indicated by their approval.
- E. The HHRI will pay the employee for time off for jury duty and witness service. The employee must reimburse to the HHRI funds received from the court for daily jury duty or witness service pay less any expense he/she paid for parking. The employee should submit a personal check payable to HHRI, and a copy of his/her parking receipt.