



University of San Diego

Quick Reference Guide

Jury Duty Leave – Staff and Administrators

This guide is intended to be a summary of your benefits under USD's Jury Duty Leave policy. Please refer to Section 2.3.10 in the Policy & Procedure manual for complete details.

Purpose

Provides eligible employees with paid leave to fulfill their civic responsibility to serve jury duty.

Eligibility

All USD employees are entitled to time off to serve jury duty, however, only regular staff employees and benefit-based administrative employees are provided with paid leave.

Duration of Leave

Maximum of two weeks of paid leave.

Compensation and Benefits During Paid Leave

Employees will be paid at their current rate of pay. Employees will receive paid leave only for actual time spent in jury duty or related travel, not to exceed the total number of hours an employee would normally be scheduled to work. The employee must report to work when not scheduled for jury duty, or when released early from an assigned jury duty day.

You may retain up to \$15 for jury duty pay provided to you by the court, and any mileage paid. If the court provides you with jury duty pay which exceeds \$15, you must report this to Human Resources, and the amount over \$15 will be deducted from your USD jury duty pay.

There is no effect on your benefits during a paid jury duty leave.

Your Responsibilities

Provide your department supervisor with the following before and during leave:

- Advance notification of need for leave prior to the beginning of your scheduled jury duty leave.
- A copy of your jury duty summons must be provided to document your need for leave.
- A jury duty time sheet with Time In and Time Out stamped for each day you served on jury duty. This is available in the Jurors Lounge upon check in for jury duty service.
- Notify Human Resources if you receive more than \$15/day jury duty pay from the court.

Who to Contact with Questions

Contact the Benefits staff in Human Resources with any questions regarding Jury Duty Leave.

- Shalom Robson – Benefits Specialist (619) 260-2718
- Sue Pillsbury-Barton – Benefits Specialist (619) 260-2737
- Lily Skyer – Benefit Programs Manager (619) 260-2719