

## **Jury or Witness Duty**

Employees who are summoned for jury duty or to testify at the order of a court will receive pay continuation at 100% of base wages. The employee can keep any court issued compensation associated with the first five days. If service extends past five days, Detroit Mercy will pay the difference between court issued pay and the employee's regular base wages. Should a partial day of court attendance be required, the employee shall report to work for the remainder of their scheduled work day or be approved for vacation or personal business time. Upon receipt of summons, the employee will notify their supervisor of the possibility that service may be required. Once service takes place, documentation from the court verifying such service is to be provided to Human Resources at the same time the timesheet that includes those dates is submitted.

Union employees should refer to their collective bargaining agreement.