

UNIVERSITY OF DENVER - Colorado Seminary POLICY MANUAL	Date 3/18/95	Section 3.10.040	Page 1 of 1
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Subject: JURY DUTY

- A. When called for jury duty, employees shall be granted leave with pay for the duration of such duty.
 - 1. When the summons for jury duty is received, it should be presented to the employee's supervisor.
 - 2. The employee is expected to report to work if excused from jury duty during normal work hours.
 - 3. The supervisor may require the employee to furnish documentation from the court clerk as to days served.

- B. Any jury duty fees received may be retained by the employee.