

<b>Jury Duty</b>			
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**Purpose:** Tusculum College encourages employees to serve on Jury Duty.

**Applies to:** All Full and Part-time Employees and Temporary Employees who have worked more than 6 months for Tusculum College

**Policy:** Employees who are called for jury duty service shall be excused from work and will be paid the difference between jury duty pay and their normal rate of pay. If you are required to serve on jury duty for less than three (3) hours during a scheduled work day, you are expected to work before or return to work as soon as practicable after completing your duties.

To be eligible to receive pay as provided above, you must bring your jury duty notice to your supervisor on the next working day immediately following receipt of same and the original must accompany your time sheet to the Human Resources department. Additionally, a jury duty pay voucher shall be submitted to the Human Resources department in order for you to receive the proper amount of pay. Time spent on jury duty shall be considered as time worked for the purposes of calculating overtime.