

Policy

13.10.01 A staff member required to attend jury service will have the option to choose to:

(a) be deemed to be “on duty” on normal pay. The staff member will pay to the university any fee paid for jury service other than for expenses; or

(b) take annual leave or long service leave.

13.10.02 A staff member called as a witness by summons or subpoena or called as a witness in legal proceedings on a matter relating to University business, will be deemed to be “on duty” on normal pay. The staff member will pay to the university any fee paid for their role as a witness other than for expenses.

13.10.03 A staff member subpoenaed, summonsed or called as a witness in legal proceedings not relating to University business will be required to cover any absence as either leave without pay or annual leave.

Procedures

13.10.04 Applications must be made

on the Multipurpose Leave Form (13.01a), submitted to the supervisor for approval and forwarded to Human Resource Services for recording; or

applied for on-line through the HR WebKiosk (where available).

Further Information

HR Client Services	Arts & Sciences	ext. 3319 or 3947
	EBL & EHPS	ext. 3824 or 3433
	Support Services	ext. 2511

Approved Vice-Chancellor
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