



# Brandeis University

## Jury Duty

### **Policy Statement**

The University supports employees' civic duty to serve on juries when they are summoned to do so. In compliance with Massachusetts law, Brandeis will pay employees in full for the first three (3) days of jury duty. From the fourth day on, the University will pay the difference between an employee's regular pay and the pay received for serving as a juror.

### **Applicability**

This policy applies to regular Brandeis staff and faculty.

### **Guidelines:**

In order to receive jury duty pay and differential, employees must present a certified statement of earnings from the court for the period of service.

As court duty often does not require a full time commitment, employees are expected to report for work on days or reasonable portions of days, when attendance in court is not required.

*This policy is for general guidance only. It does not create an employment contract or any right to continued employment at Brandeis University. Brandeis University reserves the right to modify, revoke, suspend, terminate and/or change any and all policies and procedures at any time, with or without notice.*

Office of Human Resources  
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