

Name of Policy: Jury or trial participation leave Policy Number: 3364-25-08 Approving Officer: Executive VP for Finance and Administration & CFO Responsible Agent: Chief Human Resources Officer Scope: All University of Toledo campuses		 Effective date: April 30, 2026 Original effective date: May 28, 2009	
Keywords: jury leave, trial participation leave			
	New policy		Minor/technical revision of existing policy
	Major revision of existing policy	X	Reaffirmation of existing policy

(A) Policy statement

Employees of the university of Toledo are entitled to paid jury or trial participation leave as provided for under Ohio law.

(B) Purpose of policy

This policy is intended to provide jury or trial participation leave in accordance with Ohio law.

(C) Procedure

- (1) Employees are generally entitled to paid leave when subpoenaed to appear before any court, commission, board or other legally constituted body authorized by law to compel the attendance of witnesses. However, employees are not entitled to paid leave when the employee is a party to the action or proceeding or is subpoenaed as a result of secondary employment outside the service of the university of Toledo. An employee who is the appellant in any action before the state personnel board of review and is in active pay status at the time of a scheduled hearing before

the board of review will also be granted leave with full pay for purposes of attending the hearing.

- (2) An employee must notify his or her supervisor as soon as possible in writing, including a copy of the subpoena, jury duty notice, or state personnel board of review hearing order, if the employee requires leave from work to comply with the subpoena, notice, or order.
- (3) To receive regular pay from the university of Toledo for jury or trial participation leave, the employee must provide evidence to his or her supervisor that the employee actually appeared for jury duty or trial participation, pursuant to the subpoena, or for the state personnel board of review hearing.
- (4) In the event an employee called for jury duty is notified in advance of the day of jury duty that they are no longer needed, they are required to notify their supervisor to determine if staffing needs require they report to work. Failure to do so will subject an employee to applicable time-off/absenteeism policies.

Approved by: /s/ _____ Matthew Schroeder EVP for Finance and Administration & CFO Date: Review/revision completed by: Chief Human Resources Officer	Policies superseded by this policy: 05-029 (Former Jury and Witness Duty; Medical College of Ohio policy; prior review date 07/01/2003) Original effective date: May 28, 2009 Review/revision date: February 1, 2013 October 13, 2016 March 11, 2019 October 7, 2019 October 20, 2023 April 30, 2026 Next review date: April 30, 2029
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