Court Duty Leave

Document Number: HMRS-0048 **Date Published(sys):** 1/14/2026

General Description

Policy Summary:

Trinity University provides paid leave to employees required to participate in a legal process, under certain circumstances.

Purpose:

The purpose of this policy is to identify the circumstances when employees receive paid leave during periods of participation in a legal process.

Scope:

This policy applies to all Trinity University faculty and staff.

Exceptions:

The applicable Vice President may grant exceptions to this policy in consultation with Human Resources.

Policy Content

Paid Leave

Faculty and staff who are subpoenaed to serve on a jury or as a witness (within the course and scope of their job for the University) will be granted paid leave for the periods of work missed while the individual is required to be present and participate in the legal process. Vacation Leave will not be deducted to pay for Court Leave.

Unpaid Leave

Any employee who has been subpoenaed to participate in a legal process (other than for jury duty), when such participation is personal in nature and not related to the employee's position at the University, will receive unpaid leave during the period the employee is required to participate in the

legal process unless otherwise required by applicable law. Employees who serve as expert witnesses for a case unrelated to the employee's position with the University will receive unpaid leave for that service. Staff may use vacation as a substitute for unpaid leave. Unpaid leave or vacation leave may also be used when an employee with custody or guardianship of a child is required to attend a legal process involving the child. Faculty should refer to the Faculty Handbook 2026-2027 for any pay during this leave.

Leave Requests

Requests for Court Leave must be submitted through the employee's supervisor and forwarded to the Human Resources Office. Evidence of a subpoena and attendance will be required to support paid leave.

Employees that do not accrue leave, i.e., faculty, please review the leave and scheduled absence policy to determine the best option for Court Duty Leave.

Time Reporting

Court Leave should be reported in Workday in accordance with the employee's time-keeping record requirements.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v3.1	1/5/2026 2:27 PM	Pamela Mota
v3.0	12/4/2023 3:10 PM	Pamela Mota
v2.0	3/31/2020 8:20 AM	Gary Logan
v1.0	2/25/2020 9:00 AM	Rachel Rolf

Vice President Approval:

Name:	Title:
Brandi Jones	Vice President for People, Culture, and Community