

## Civil Duty Leave

Civil duty leave is paid leave to serve on jury duty, as trial witnesses, or to exercise other subpoenaed civil duties. Employees are eligible for civil leave immediately upon employment at the University.

Employees are generally not entitled to civil leave for civil legal actions that they initiate, or when named as defendants in a private legal action that is unrelated to their University employment.

In addition to regular pay, employees may retain any compensation received while on supervisor approved civil duty leave.

If the employee has received notice of a civil duty obligation, take the following steps when reviewing and processing the employee's civil leave request:

1. The employee should provide a copy of the summons received from the city, county, state, or federal government
2. Follow the department's normal leave request/approval procedures

### Departmental Responsibilities

1. Provide an approval letter to the employee and attach a copy of the summons.
2. Click to view template:  
<https://facilities.uw.edu/partner-resources/files/media/civil-leave-template.pdf>
3. Scan both the approval letter and the summons to [fspay@uw.edu](mailto:fspay@uw.edu)