

**Homewood Graduate Student Employee Jury Duty Policy  
February 2007**

A Krieger School or Whiting School graduate student employed by either school (i.e., a teaching assistant, research assistant paid by the university, research assistant paid by an external grant/fellowship or hourly worker) summoned for jury duty or subpoenaed to testify, is authorized to be absent from his/her work for the actual time required by such service. A graduate student employee must present the summons or subpoena to his/her immediate supervisor before a leave can be issued.

Graduate student employees are eligible for paid leave of absence as a juror or court witness. Federal work study funds, however, cannot be used in these instances -- departments should fund this work using other resources.

Jury duty or duty as a court witness is service and time spent away from a University position as a result of a subpoena issued by a court. Service as a volunteer expert witness or other volunteer court duty is not included in the provisions in this leave of absence.