
matc

Milwaukee Area Technical College

**ADMINISTRATIVE REGULATION
AND PROCEDURE**

Title: EMPLOYEE ABSENCE – JURY DUTY

Code: CC1707

Policy Reference: N/A

MATC employees called to jury duty shall be granted leave with pay provided they remit monies received for jury fees to MATC. If the fees are not remitted to MATC, they will be deducted from the employees' salary. Money received for jury duty as reimbursement for expenses are to be retained by the employee and shall not be deducted from the employees' salary.

Exemption from jury duty for employees will be requested when it is in the best interest of MATC.

Employees shall submit such requests for jury duty to their immediate supervisor.

Office of Responsibility: Human Resources

Approving Authority:

Albert A. Crusoe
Associate Vice President, Human Resources

Date: 8/15/94