



**WESTERN MICHIGAN UNIVERSITY**

**Human Resources**

1300 Seibert Administration Building, Mail Stop 5217  
Phone (269) 387-3620 Fax (269) 387-3441

**Court Required Service or Jury Duty  
Certification (Faculty—AAUP)**

To apply for pay from the University in the event you must appear for Jury Duty or Court Required Service, follow these procedures. For further information, see the Agreement between WMU and the WMU Chapter of AAUP, Section 27.4 and Letter of Agreement dated February 19, 2003.

1. Confirm eligibility. You are eligible to receive regular pay if, during an academic period during which are your scheduled to work, you are:
  - A. Called for jury duty; or
  - B. Subpoenaed to appear as a witness in a legal action to which you are not a party. Please note that you are not eligible for regular pay if you are the plaintiff or are voluntarily testifying for the plaintiff against the University in a legal action.
2. Immediately notify the department chair of this obligation. This may be done by providing a copy of your summons/ subpoena.
3. Complete and sign the Employee's Statement of Court Required Service (below). Return the completed, signed form to your department and attach the form supplied by the court that confirms your dates and times of service.

This form is to be submitted before the end of the pay period during which the court service/ jury duty occurred. If the court service/ jury duty occurred on the last day of the pay period, submit the form on the following Monday.

Instructions for department:

1. Confirm eligibility and that the required documentation is attached.
2. Note jury duty/ court required service on departmental time records and report regular, paid time to Payroll.
3. Retain this form and attachment with departmental time records.

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**Employee's Statement of Court Required Service**  
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I state that I (check one)		
<input type="checkbox"/> Served on jury duty.		
<input type="checkbox"/> Appeared under subpoena as a witness in a legal action to which I was not a party, nor was I the plaintiff or voluntarily testifying for the plaintiff against WMU.		
I performed this court service on _____ from _____ to _____		
(date)	(starting time)	(ending time)
at _____ located in the County/City of _____		
(name of court)	(name of county or city)	
<input type="checkbox"/> I have attached a statement from the court confirming the date and time of my service.		
Print Name	Signature	Date Signed
Department	Employee ID. Number	