Policy 5.14

Civil Leave Policy

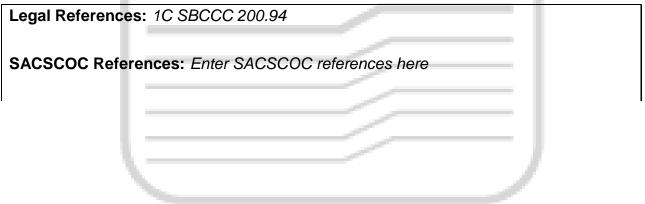
Jury Duty

When a regular, full-time employee serves on a jury, he/she is entitled to leave with pay for the period of the required absence. He/she is entitled to their regular compensation plus compensation fees received for jury duty.

Court Attendance:

- An employee is not required to take leave for court attendance in connection with his/her official duties. Fees received as a witness while serving in an official capacity must be turned in to the business office at the College.
- An employee will be granted civil leave with pay when he or she is subpoenaed or directed by proper authority to appear as a witness. Any fees received must be turned in to the business office at the College. The employee may use annual leave rather than civil leave with pay in which case he/she may retain any fees received.

References



Policy

Cross References:

- <u>Time Sheet Procedure</u>
- Leave Policy
- Absence Report Procedure
- <u>Annual Leave Procedure</u>
- Bonus Leave Policy
- <u>Civil Leave Policy</u>
- <u>Community Service Child Involvement Leave Policy</u>
- <u>Compensatory Leave Policy</u>
- Educational Leave with Pay Policy
- Family Medical Leave Policy
- Leave Without Pay Policy
- Maternity Leave Policy
- <u>Military Leave Policy</u>
- Personal Leave Policy
- Sick Leave Policy
- Voluntary Shared Leave Program Policy

History

Senior Staff Review/Approval Dates: 11/6/13

Board of Trustees Review/Approval Dates: 8/4/15

Implementation Dates: 11/6/13