

PAID JURY LEAVE

PURPOSE: To encourage employees to accept and perform their civic responsibility of jury duty when called, without fear of loss of pay or employment status.

POLICY: The College shall provide time-off with pay when an employee is required to spend time, that would normally be scheduled as College work time, in performing jury duty activities.

DATE APPROVED: July 7, 1999

PRACTICES AND PROCEDURES:

- I. Full-time staff members who are required by the courts to participate in one or more of the court activities listed below shall incur no loss of pay:
 - A. Serve on a jury.
 - B. Report for jury examination.
 - C. Qualify for jury duty.
 - D. Subpoenaed as a court witness.
- II. Requesting Time-Off With Pay
 - A. An employee called for jury duty shall request the time-off from their supervisor in writing attaching a copy of the subpoena or court summons.
 - B. The supervisor will submit copies to the Director of Human Resources.
- III. No claim by the College will be made on any form of compensation that a court may provide the employee.
- IV. Employees are expected to return to work for all or any reasonable part of a day not engaged in jury duty, or otherwise excused by the court.
- V. Time-off to appear in court as either a plaintiff, or defendant in a lawsuit is not covered by this policy, and shall be paid only through applying existing accrued and unused vacation or personal time, if any.