CIVIL LEAVE

In all instances when an employee is involved in civil leave, an Application for Leave Form must be filed with the appropriate legal documentation attached. The employee should check the “Other” section on the Application for Leave form and specify their role in the legal proceedings (i.e., juror, witness, subpoenaed).

1. Jury Duty
   A permanent, full- or part-time employee who serves on a jury is entitled to leave with pay for the period of absence required and is entitled to regular compensation plus fees received for jury duty.

2. Court Attendance
   a) When an employee attends court in connection with official duties, no leave is charged. Fees received as a witness while serving in an official capacity shall be turned in to the College. (When an employee is required to attend court on a day that would normally be an off day, the time is to be considered as working time and included in the total hours worked per week.)
   b) When an employee is subpoenaed or directed by proper authority to appear as a witness, civil leave with pay shall be granted. Any fees received shall be turned in to the College. The employee may use annual leave rather than take civil leave with pay, in which case any fees received may be retained.

NOTE: An employee who is a party (plaintiff or defendant) in a court procedure is not considered as a "witness"; therefore, annual leave or leave without pay must be used for purpose of attending court.

HISTORY NOTE: Effective February 24, 1976; Revised October 12, 1988; October, 2001