



OPERATIONAL POLICY: 2.46

Operational Policy Owner: Chief Human Resources Officer

Leave of Absence for Civic Duty

OPERATIONAL POLICY STATEMENT

The College believes it is an employee's duty to meet his/her civic responsibilities within the community. Employees are, therefore, granted leaves of absence from work responsibilities when called to jury duty, active military duty and military training. Any employee granted such a leave shall be entitled to all benefits afforded under the law.

PROCEDURE

In addition to the jury duty benefits afforded under the law, the College will provide employees with leave with pay for time spent on jury duty. In addition, employees will be granted leave with pay to answer a subpoena as a witness in a judicial proceeding. Employees should notify their supervisor upon being called for duty and will submit to the College any/all payments made to them (aside from College pay) as a result of the civic responsibility they are serving. If an employee is dismissed from jury duty, the employee must report to work for the balance of the day.

OPERATIONAL POLICY HISTORY

Formerly Policy 2.3.5, Adopted 1/25/2000
Renumbered to Policy 2.46 in 10/2014
Revised to "Operational" Policy 3/5/21
