



Effective Date: July 1, 2011

Retired:

Revised:

Approved by: WAYNE J. RILEY, M.D., MPH, MBA, PRESIDENT AND CEO

Subject: Human Resources - Jury Duty Leave

PURPOSE: To allow employees to fulfill civic responsibility when summoned for jury duty or subpoenaed to appear as a witness.

POLICY: Regular full-time and part-time employees who serve on jury duty or as a witness in a civil or criminal lawsuit in state or federal courts are eligible for jury duty leave.

Employees on jury duty leave will be compensated by the College for regular work hours lost as a result of such service, provided that the employee offers valid proof of his summons for jury duty or subpoena to appear as a witness.

In the event of unusually long terms of service, the College reserves the right to stop earnings continuation.

Employees who are required to work on a regularly scheduled holiday shall be entitled to take a day of their choice as the holiday with pay, within ten calendar days following the actual holiday, unless specific arrangements are made by the employee with their supervisor. The employee must notify his immediate supervisor at least forty-eight hours in advance of the day which he/she intends to take as his/her holiday, unless otherwise approved by the supervisor.

PROCEDURE: Receipt of a subpoena or notice to report for jury duty must be immediately reported to the employee's supervisor.

Employees are expected to return to work each day or portion of the day that they are not selected for jury duty or called as a witness, unless otherwise directed by their supervisor. Employees on jury duty leave will be paid their regular base earnings for scheduled work hours during the period of leave less any compensation received for jury duty service. In areas where out-of-pocket expenses are incurred to participate in jury duty (such as parking cost), this provision may be waived or reduced to compensate for these expenses.



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To receive pay for jury duty leave, summons documentation must be submitted to the employee's supervisor on the first working day after receipt of the notice. Upon completion of duty, vouchers received by the court showing compensation and dates should be submitted to the supervisor.