

## CIVIL LEAVE

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### 1. GENERAL

The University recognizes and respects its employees' civil obligation to make themselves available for jury service or when subpoenaed as a witness. This policy supersedes all previously published policies pertaining to jury service.

### 2. ELIGIBILITY

- a. All staff employees who are regularly scheduled (budgeted) to work 1000 or more hours a year are eligible for non-job related civil leave.
- b. The number of paid civil leave hours are prorated for regular part-time employees based on the individual's full time equivalency (FTE).
- c. Staff employees hired to work less than 1000 hours annually are considered temporary employees and are not eligible for non-job related civil leave.
- d. **All** staff employees are eligible for job related civil leave.

### 3. NON-JOB RELATED CIVIL LEAVE

- a. Leave with pay is provided to employees when serving on a jury or when subpoenaed as a “fact witness”. A “fact witness” is a witness whose appearance at the proceeding is sought in order that the testimony of facts in dispute or essential to the proceedings and within the knowledge of the witness may be presented. A “character witness” or an “expert witness” is not a “fact witness”. It is the responsibility of the employee to inform the supervisor in a timely manner as to when the duty is scheduled and the expected duration.
- b. An employee who serves on a jury is entitled to leave with pay and may retain any fees received for jury duty. In cases of extraordinary absence due to jury service, the University may set a maximum period during which it will pay compensation to the employee.
- c. The employee should report back to work as soon as jury duty is completed, and must report back to work the day following completion of the duty.
- d. If jury duty occurs on a scheduled day off, the employee is not entitled to additional time off. Time on jury duty is not included in total hours worked per week.
- e. When a second shift staff employee serves on a jury, the staff employee will not be required to work on the day that jury duty occurs. When a third shift staff employee serves on a jury, the staff employee will not be required to work the third shift that begins

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on the day prior to the day that jury duty occurs. This applies to all employees, regardless of the length of the shift.

- f. When an employee is subpoenaed or directed by proper authority to appear as a witness, the employee must use paid leave (Paid Time Off ) or leave without pay, and may retain any fees received.

### 4. JOB-RELATED CIVIL LEAVE AND OTHER JOB RELATED PROCEEDINGS

- a. Leave with pay is provided to an employee to attend court or a job-related proceeding in connection with official job duties.
- b. When an employee attends court in connection with official duties no leave is required, and fees received as a witness may be retained.
- c. If a court appearance is required on a day that is normally scheduled as a non-work day, the time is working time and is included (reported) in the total hours worked.
- d. When a second or third shift staff employee is required to attend court or a job-related proceeding in connection with official job duties, management shall determine the amount of time off regular duties as may be necessary.

*Final Draft by the Director of Human Resources, January 22, 2001*

*Approved by the President, 3/2/01*