

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY CIVIL LEAVE	Policy 4.02.05
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For jury duty and other court attendance, it is the employee's responsibility to inform the appropriate Vice President or Dean when the duty is scheduled and the expected duration. Employees shall provide notice of the required jury or court appearance as soon as practical.

1. Jury Duty - All employees who serve on a jury are entitled to leave with pay and regular compensation plus fees received for jury duty. The employee should report back to work as soon as jury duty is completed. He/she must report back to work the day following completion of the duty. If jury duty occurs on a scheduled day off, he/she is not entitled to additional time off.
2. Court Attendance
 - A. When an employee attends court in connection with official duties, no leave is required. The employee is required to give any fees received as a witness while serving in an official capacity to the College. (If court is on a day that would normally be an off-day, the time is to be considered as working time and included in total hours worked per week).
 - B. When an employee is subpoenaed or directed by proper authorities to appear as a witness while serving in an official capacity, civil leave with pay shall be granted. The employee is required to give any fees received to the College. The employee may use sick, vacation or compensatory leave rather than take civil leave with pay, in which case any fees received may be retained.
 - C. When an employee is subpoenaed to appear as a witness in a matter where the employee's appearance is not in connection with his/her College duties, the employee shall be allowed to take sick, vacation, compensatory leave or leave without pay.
 - D. Unless the employee is sued in his/her College official capacity only, in which case the employee shall be granted civil leave with pay, an employee who is a party (plaintiff or defendant) in a court procedure is not considered a "witness"; therefore, the employee shall be allowed to take sick, vacation or compensatory leave or leave without pay, for purpose of attending court.

Adopted: July 2002

Revised: July 23, 2013