

## **COURT AND JURY DUTY LEAVE**

### **PURPOSE**

The purpose of this policy is to support the civic duty of Edison State Community College employees who are called to court service as jurors or as non-party witnesses.

### **POLICY STATEMENT**

It is the policy of Edison State Community College to recognize that it is occasionally the civic duty of its employees to serve as jurors or participate as non-party witnesses in court proceedings. In such instances, employees will be granted leave with pay for the scheduled work hours lost when fulfilling their court service. Employees will be paid regular wages, less the amount received from the court or governmental entity for court service. (Reimbursement to the employee for court parking or other expenditures made by the employee will not be included in this calculation.) No loss or reduction of fringe benefits will occur.

Employees who are summoned are expected to make every effort to perform employment obligations when their services are not required by court.

Upon return to work, employees must submit to the College's Business Office any amount of compensation received for such duty. An employee who is a party to a civil or criminal action will not be paid for the absence unless the employee elects to take vacation leave.

### **PERSONS AFFECTED**

All Edison State Community College employees, except that full-time faculty members are subject to the ESEA agreement.

### **DEFINITIONS**

#### **COURT SERVICE**

A situation in which an employee is summoned for jury service or subpoenaed to appear as a witness before a court or other legally constituted body authorized by law to compel the attendance of witnesses, except when the employee is a party to a civil or criminal action.