

## Policy 5.14

### Civil Leave Policy

#### Jury Duty

When a regular, full-time employee serves on a jury, he/she is entitled to leave with pay for the period of the required absence. He/she is entitled to their regular compensation plus compensation fees received for jury duty.

#### Court Attendance:

- An employee is not required to take leave for court attendance in connection with his/her official duties. Fees received as a witness while serving in an official capacity must be turned in to the business office at the College.
- An employee will be granted civil leave with pay when he or she is subpoenaed or directed by proper authority to appear as a witness. Any fees received must be turned in to the business office at the College. The employee may use annual leave rather than civil leave with pay in which case he/she may retain any fees received.

#### References

**Legal References:** *1C SBCCC 200.94*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:**

- [Time Sheet Procedure](#)
- [Leave Policy](#)
- [Absence Report Procedure](#)
- [Annual Leave Procedure](#)
- [Bonus Leave Policy](#)
- [Civil Leave Policy](#)
- [Community Service Child Involvement Leave Policy](#)
- [Compensatory Leave Policy](#)
- [Educational Leave with Pay Policy](#)
- [Family Medical Leave Policy](#)
- [Leave Without Pay Policy](#)
- [Maternity Leave Policy](#)
- [Military Leave Policy](#)
- [Personal Leave Policy](#)
- [Sick Leave Policy](#)
- [Voluntary Shared Leave Program Policy](#)

**History**

**Senior Staff Review/Approval Dates:** 11/6/13

**Board of Trustees Review/Approval Dates:** 8/4/15

**Implementation Dates:** 11/6/13