I. JURY DUTY..... 1
II. COURT ATTENDANCE AS WITNESS..... 1

Full-time employees are eligible for Civil Leave. For jury duty and other court attendance as a witness, it is the employee's responsibility to inform the appropriate supervisor when the duty is scheduled and the expected duration. An employee who is a party (plaintiff or defendant) in a court procedure is not considered as a "witness"; therefore, vacation leave must be used, or leave without pay, for purposes of attending court when the employee is a party. Employees shall provide notice of the required jury or court appearance as soon as practical.

I. JURY DUTY

All employees who serve on a jury are entitled to civil leave with pay plus fees received for jury duty. The employee should report back to work as soon as jury duty is completed, and in any event no later than the next working day following completion of jury duty. If jury duty occurs on a scheduled day off, the employee is not entitled to additional time off.

II. COURT ATTENDANCE AS WITNESS

If court occurs on a scheduled day off and the employee is appearing as a witness in a case where the College is a party, the time is to be considered as working time and included in total hours worked per week. When an employee is subpoenaed or directed by proper authority to appear as a witness in a case where the College is not a party, the employee may choose one of the following options:

Option 1. Take civil leave with pay and turn all fees received over to the College.

Option 2. Use annual leave and retain any fees received.

REFERENCES

Statutory References	None
Regulatory References	1C SBCCC 200.94
Relevant Guidance	None

Policy Manual Cross-References	Referenced by: ● Policy 3.2.4 - Leave ● Procedure 3.2.4.1 - Leave Requests

POLICY HISTORY

January 1, 2025	Adopted.