



Authority <b>State Personnel Commission</b>
Title <b>Civil Leave Policy</b>
Responsible Office <b>Human Resources</b>
Subject <b>Leave</b>
Applies to <b>SPA Permanent Employees</b>

**History:** Last reviewed:

**Additional References:** OSP Civil Leave Policy

**Related Policies:**

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## 1. POLICY STATEMENT

Permanent, probationary and trainees are entitled to civil leave when serving on a jury or when subpoenaed as witnesses. Civil leave is provided with pay without charge to the employee's leave record. Employees are responsible for informing management when jury duty is scheduled and the expected duration of duty. Employees are also responsible for reporting back to work when jury duty is complete if more than half the work day remains.

## 2. JURY DUTY

If jury duty occurs during an employee's regular work schedule, an employee receives regular pay, keeps any fees paid, and the time served is considered work time in determining the employee's eligibility for overtime compensation. However, if jury duty occurs on a non-work day or scheduled day off, civil leave does not apply, the employee is not entitled to additional time off, and the time served is not considered work time in determining eligibility for overtime compensation.

Second-shift employees are not required to work on the day that jury duty occurs. Third-shift employees are not required to work the shift that ends on the day that jury duty begins.

### 3. COURT ATTENDANCE

Civil leave is not available to an employee who is a party in a court procedure, either as the plaintiff or as the defendant. Vacation leave or leave without pay must be used in such instances.

When an employee must attend court in connection with official duties, no leave is required and all fees received are turned in to the University. If court attendance is required on a non-work day, it is considered work time and included in the work week total.

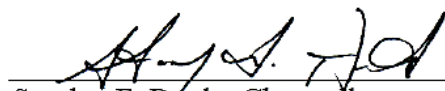
When an employee is subpoenaed or directed by proper authority to appear as a witness, civil leave must be granted. Any payment received is turned in to the University. An employee may elect to use vacation time and keep any fees received. In this case, attendance is not considered work time.

Approved:



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Linda R. McAbee, Vice Chancellor for Human Resources

Date: 1/10/08



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Stanley F. Battle, Chancellor

Date: 1/10/08