

MANUAL OF POLICY

POLICY NUMBER: II-33

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POLICY TITLE: All Personnel: Administrative Leave for Court Purposes

LEGAL AUTHORITY: FLORIDA STATUTE 1001.64

DATE OF LAST REVIEW: 6/21/2005, 6/19/2007, 7/21/2009, 7/19/2011, 7/16/2013,
7/11/2024 and 9/17/2024

DATE OF BOARD ACTION: 6/2/1971, 11/10/1976, 9/21/1999, 7/19/2001, 6/19/2007 and 9/17/2024

- A. Administrative leave with pay shall be granted to an employee who is:
1. summoned as a member of a jury panel, or
 2. subpoenaed as a witness in court action, other than litigation in which the employee is principal.
- B. Administrative leave with pay may be granted to a full-time employee involved in litigation related to the College.
- C. The College President or designee shall authorize Administrative Leave for an employee subpoenaed in the line of duty to represent the College as a witness or a party; the appearance in such cases shall be considered as a part of the employee's job assignment. The employee shall receive regular pay, per diem, and travel expenses; and shall be required to surrender to the College any fees or payments received.



9/17/2024

CHAIRMAN

DATE