

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2508

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PROCEDURE TITLE: Administrative Paid Leave for Court/Hearing Appearances

STATUTORY REFERENCE: FLORIDA STATUTE 1001.64

BASED ON POLICY: II-33: All Personnel: Administrative Leave for Court Purposes

EFFECTIVE DATE: December 11, 1978

LAST REVISION DATE: June 9, 2016

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I. PURPOSE

To provide information concerning leave available to fulltime employees summoned for jury duty, court appearance, or administrative hearings.

II. PROCEDURE

A. General:

1. An employee may be granted administrative paid leave, as appropriate, for court appearances or administrative hearings. Approval authority is delegated to the responsible supervisor. The department maintains a copy of the subpoena with any/all supporting documents. No other distribution is required.

College employees do not have statutory exemption from jury duty and should report to the court as prescribed by summons. Jury Duty leave will be granted to serve on a jury when summoned. Any effort to be excused from jury duty is the personal responsibility of the employee. Approval authority is delegated to the responsible supervisor. The department maintains a copy of the summons. No other distribution is required.

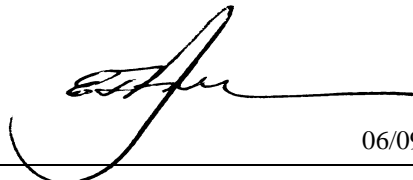
B. Definition and Use of Jury Duty Leave or Administrative Paid Leave for Court Hearings or Appearances:

1. Jury Duty Leave with pay is granted to an employee who is summoned as a member of a jury panel. Jury fees shall be retained by the employee and the College shall not reimburse the employee for meals, lodging and travel expenses incurred while serving as a juror. Employee must submit a copy of the summons to the immediate supervisor for recordkeeping.

Employees summoned to serve as a juror during a session of the court and placed in an on- call status for pre-scheduled jury service will be granted Jury Duty Leave with pay only for those specific days which the employee is required to appear for court sessions. At all other times, he or she will report for duty at the College.

2. Administrative Paid Leave shall be granted to an employee subpoenaed to:
 - a. Represent the College as a witness or defendant and his/her appearance in such cases shall be considered a part of the job duties. Any court fees or fees for hearing received shall be turned over to the college bursar.
 - b. Serve as a witness, not involving litigation in which he/she is a principal and in such cases shall be considered a part of the job duties. The employee may retain the witness fee and the College shall not reimburse the employee for meals, lodging and travel expenses incurred while serving as a witness.
3. Employees engaged in personal litigation, in which the employee is a principal and has to attend a court or hearing, may be granted vacation, personal leave (sick leave) or a non-duty day.

A request for leave must be submitted by the employee in advance, indicating the type of leave being requested. Approval authority is delegated to the responsible supervisor. The department maintains a copy of the summons or subpoena. No other distribution is required.

	
06/09/2016	
PRESIDENT	DATE