



Responsible Official: Vice President,
Organizational Development and Human
Resources

Specific Authority: 1001.64 (18), F.S.
Law Implemented: 1001.64, F.S.

Effective Date: 04-16-2013

Court-Related Leave

Policy Statement:

- I. When on jury duty or when subpoenaed as a witness when not a principal in the litigation, employees shall receive court-related leave with pay, shall retain any fees earned, and shall not be paid by the College for meals, lodging, or travel.
- II. When a principal in personal litigation, an employee shall not receive court-related leave, but may be granted vacation or personal leave with the approval of the president or a designee.
- III. When involved in litigation in behalf of the College or due to action in line of duty as an employee, employees shall be considered on duty and shall turn over to the College any fees received from the court.

Procedure Statement:

A request for court-related leave will be initiated by the employee on a Certificate of Absence form. A copy of the subpoena or summons will be attached to the leave form. The president or a designee may approve the request. In order to be compensated for court-related leave, written verification by the court of time served must be submitted by the employee.

Policy History:

Adopted 12-11-74; Amended 8-27-75; Amended 1-19-83; Formerly 6Hx28:7-06; Amended 11-18-92; Amended 4-16-13; Formerly 6Hx28:07-19

Procedure

History:

Adopted 1-19-83; Amended 11-18-92; formerly 6Hx28:07-19

Policy superseded by amended policy and procedure - 06-26-2019