



# College of The Albemarle Policy

**Policy Number: 3.2.8**

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**Title: Civil Leave**

**Related Policy and Procedures:**

**Division of Responsibility: Human Resources**

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For jury duty and other court attendance, it is the employee's responsibility to inform their immediate supervisor and the Human Resources Department when the duty is scheduled and the expected duration. 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. They must report back to work the day following completion of the duty. If jury duty occurs on a scheduled day off, the employee is not entitled to additional time off.

## **II. COURT ATTENDANCE**

When an employee attends court in his or her official capacity as a college employee, the employee is entitled to civil leave with pay. The employee is required to give any fees received as a witness while serving in an official capacity to the College. (If court is on a day that would normally be an off-day, the time is to be considered as working time and included in total hours worked per week).

If an employee is a party or subpoenaed to appear as a witness in a court matter where the employee's appearance is not related to their college duties, the employee shall be allowed to take annual leave, compensatory leave, or leave without pay for the purpose of attending court.

Employees sued in their official capacities (or individual capacities but engaging in activities within the course and scope of their duties) shall be granted civil leave with pay.

Legal Reference: 1C SBCCC 200.94

June 13, 2023	June 13, 2023	N/A
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<b>Date Approved by Board of Trustees</b>	<b>Date of Last Review</b>	<b>Date of Last Revision</b>