I. Purpose/Introduction/Rationale
The purpose of this procedure is to define the steps to be followed in order to take time off with pay when an employee is called to serve on a jury or subpoenaed as a witness.

II. Definition
This procedure applies to all faculty and regular full and part-time staff who work at least 1,000 hours annually.

III. Procedure or Application
A. Administration
   1. Employees who are called to serve as jurors or subpoenaed as witnesses shall request time off well in advance of the event. The employee must attach a copy of the summons or subpoena to the request.
   2. Employees will continue their salary during such times that they are called to serve as a juror or witness. Employees may keep the Jury Duty Pay for the first week of serving. If the case goes beyond one week, Jury Duty Pay is to be given to the College to cover the salary expended by the College.
   3. Employees are expected to report for work all or part of any day they are not engaged in jury duty.
   4. This procedure applies to employees who are called to serve as jurors or witnesses. It is not applicable to private suits where the employee is a plaintiff, defendant, or witness.

IV. Related Policies or Applicable Publications
N/A

V. Appendices/Supplemental Materials
N/A

VI. Rationale for Revision
N/A