

## CIVIL LEAVE- BP 2.5

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*Legal Authority: 23 NCAC 2C .0210*

*Approval: April 19, 2011*

*Revision:*

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### **CIVIL LEAVE**

All College employees are eligible for civil leave under the terms and conditions set forth in this Policy.

#### Jury Duty

When an employee serves on a jury, he/she is entitled to leave with pay for the period of absence required. He/she is entitled to his or her regular compensation plus fees received for jury duty. Employees are required to return to work when released from jury duty on an hour-by-hour basis. For this absence to be authorized, the employee must present the jury summons in advance to his or her supervisor, and the Human Resource office to be placed in their personnel file.

#### Court Attendance

- (1) When an employee attends court in connection with his or her official duties, no leave is required. Fees received as a witness while serving in an official capacity shall be turned in to the College. (When an employee is required to attend court on a day that he/she would normally be off, the time is to be considered as working time and included in the total hours worked for that workweek.)
- (2) When an employee is subpoenaed or directed by proper authority to appear as a witness in a matter to which the employee is not a party, he/she shall be granted civil leave with pay for the period of absence required. Any fees received shall be turned in to the College. The employee may use annual leave (if available) rather than take civil leave with pay, in which case he/she may retain any fees received. For this absence to be authorized, the employee must present his or her summons in advance to his or her supervisor and the Human Resources Office.
- (3) Employees who are required to attend court in connection with a matter to which they are a party must use available annual leave for the period of absence required or must take leave without pay; provided, however, that deductions will not be made from the pay of non-instructor employees who are exempt from overtime for absences of less than one week due to attendance in court as a witness. For this absence to be authorized, the employee must present his or her summons in advance to his or her

supervisor or, if no summons has been served, notify his or her supervisor as soon as a court date has been established.

Employees are required to return to work when released from court attendance on an hour-by-hour basis.

[Return to Table of Contents](#)