



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Court-Related Leave**

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**Implementing Procedure For Policy # 6.14**

**Date Approved: 02/02/04**

**Division: Administration and Finance/Human Resources**

**Date Revised: 04/09/08**

An employee may be granted administrative leave or temporary duty leave, as appropriate, for jury duty, court appearances or administrative hearings. College employees do not have statutory exemption from jury duty and should report to the court as prescribed by the summons. Any effort to be excused from jury duty is the personal responsibility of the employee. The Leave Request and Authorization Form must be completed in advance by the employee.

**A. Definition: Leave for Court or Hearing Appearances**

1. Court-Related 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. The College shall not reimburse the employee for meals, lodging and travel expenses incurred while serving as a juror. An employee 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 Court-Related Leave with pay only. For those specific days which the employee is not required to appear for court sessions, the employee will report for duty at the College.
2. Court-Related Leave with pay is granted to an employee who is subpoenaed as a witness in a case not involving litigation in which he/she is a principal. 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. Temporary Duty Leave shall be granted to an employee subpoenaed to represent the College as a witness or a defendant. The employee's appearance in such cases shall be considered a part of the job assignment.
4. 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 or emergency leave (chargeable to sick leave), leave with out pay or a non-duty day.
5. An employee who is involved in litigation as a result of action related to carrying out official college duties and responsibilities may be granted administrative leave with pay for court attendance.
6. An employee subpoenaed by an organization or individual to testify in opposition to the District Board of Trustees or in support of an outside organization taking issue with the District Board of Trustees may be authorized leave for personal reasons with pay (sick leave), if eligible, or personal leave without pay. The employee may request vacation leave if eligible.

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Vice President, Administration & Finance

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Date

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Approved by President

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Date