

Section: Civic Duty Leave

Adoption Date: 8/15/19

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Sponsoring Unit/Department: Employee Service Center

Civic Duty Leave

The college provides paid leave for the civic duties of jury duty and voting.

General Reporting for Civic Duty Leave

An employee will report the need for use of any form of Civic Duty Leave to their immediate supervisor as soon as the need is known.

Jury Duty Leave

Paid Jury Duty leave applies to employees who are required to report for service in response to a Jury Duty summons. While serving on jury duty, pay received from the court for jury duty, travel reimbursement and per diem expenses is to be kept by the employee. If an employee is released from jury duty with more than half of their work time remaining, the employee is expected to return to work or obtain approval from their supervisor for flex or annual leave usage.

Voter Leave

Employees may be provided necessary time off with pay, not to exceed three hours, for the purpose of voting in any city, county, state or national elections if there are less than three consecutive hours between the opening of the polls and the beginning of the employee's regular work day or between the end of their regular work day and the closing of the polls. Employees must notify their immediate supervisor of their intent to take leave on election day no later than the day prior to the election.