

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	LEAVE FOR WITNESS OR JURY SERVICE	03-1009	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7 3.27 Leave	February 27, 2017		

Purpose

The purpose of this procedure is to outline the process for granting Leave for Witness or Jury Duty.

Procedure

- A. A full-time employee summoned for jury duty is required to submit a [Request for Leave form](#) with a copy of the court summons attached. An employee, who is summoned as a member of a jury panel, shall be granted administrative leave with pay. The employee shall retain any jury fees. Upon completion of jury duty, the employee is required to provide a receipt from the Clerk of the Court for services rendered and update the Request for Leave form. The updated form and supporting documents are then submitted to the Office of Human Resources or emailed to HRInfoMgt@fscj.edu. Leave for jury duty is defined as the specific time from the “report at” time listed on the summons through the time stamped on the jury receipt, with reasonable travel time. If an employee, with the approval of their supervisor, does not return to work once released from jury duty to complete their work schedule, the employee shall take annual leave or sick leave personal to cover the remaining work schedule hours. Failure to submit the required receipt may result in the employee being required to reimburse the College for paid leave or use annual leave or sick leave personal if available. The College shall not reimburse the employee for meals, lodging and travel expenses incurred while serving as a juror.
- B. A full-time employee subpoenaed as a witness, not involving litigation in which he/she is a principal, is required to submit a Request for Leave form with a copy of the subpoena attached and shall be granted administrative leave with pay. Any witness 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 witness.
- C. An employee subpoenaed to represent the College as a witness or defendant for their expertise as it relates to their position shall be granted administrative leave with pay upon the submission of a Request for Leave form. The appearance in such cases shall be considered a part of the employee's job assignment. The employee shall be paid per diem and travel expenses and shall be required to turn over to the College any fees received from the court.
- D. In no case shall administrative leave with pay be granted for court attendance when an employee is engaged in personal litigation. An employee may be granted annual leave or sick leave personal, if available, with the approval of the appropriate supervising administrator.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: November 2, 1987

Revision Date: August 12, 2014, December 12, 2016, February 27, 2017