

5.4.7 Civil Leave

Last Revised: March 2023

Policy: Piedmont Community College (PCC) provides employees with civil leave in the event that an employee is called for a covered court attendance.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline applying for civil leave.

Definitions

Civil Leave—leave for court attendance including, but not limited to, jury duty, subpoenaed as a witness, or required to appear in court for non-job-related proceedings.

Full-Time Permanent, Full-Time Temporary, Part-time Permanent, and Part-Time Temporary—as defined in PCC Policy 5.36 Definition of Employment Categories

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

Procedure:

Section 1: Application

- 1.1. When a Full-Time Permanent employee requires the use of civil leave, an Application for Leave Form must be submitted.
 - 1.1.1. Documentation supporting the requirement to need civil leave must accompany the leave request.
- 1.2. The employee should check the appropriate section on the Application for Leave Request form and specify the role in the legal proceedings (e.g., juror, witness, subpoenaed).
- 1.3. It is the responsibility of the employee to inform their supervisor when the duty is scheduled and the expected duration.

Section 2: Eligibility

- 2.1. Full-Time Permanent and Part-Time Permanent employees are eligible for civil leave.
- 2.2. Full-Time Temporary and Part-Time Temporary employees are not eligible for civil leave.

Section 3: Jury Duty

- 3.1. A Full-Time Permanent or Part-Time Permanent employee who is called for jury duty is entitled to leave with pay for the period of absence required and is entitled to regular compensation plus fees received for jury duty.
- 3.2. The employee should report back to work as soon as jury duty is completed each day unless the workday is over and must report back to work the day following completion of the duty.
- 3.3. If jury duty occurs on a day that is normally a non-working day, the employee is not entitled to additional time off.
 - 3.3.1. Time for jury duty is not included in total hours worked for that week.
- 3.4. A Full-Time Temporary or Part-Time Temporary employee who is called for jury duty is excused for the period of absence without pay.

Section 4: Other Types of Court Attendance

- 4.1. The process regarding court attendance other than jury duty is:
 - 4.1.1. When an employee attends court in connection with official duties, no leave is charged.
 - 4.1.1.1. When an employee is required to attend court on a day that would normally be a non-working day, the time is to be considered as working time and included in the total hours worked per week.
 - 4.1.2. When an employee is subpoenaed or directed by proper authority to appear as a witness, civil leave with pay will be granted.
 - 4.1.3. An employee who is a party (plaintiff or defendant) in a court procedure is not considered as a "witness"; therefore, annual leave or leave without pay must be used for purpose of attending court.

Legal Citation: [1C SBCCC 200.94](#)

History: Effective February 1976; Revised October 1988, October 2001, July 2016, April 2021, May 2022—updated definitions, March 2023

Cross-references PCC Policy 5.36 Definition of Employment Categories