

PARKLAND COLLEGE	CATEGORY D	PERSONNEL AND EMPLOYEE RELATIONS
LEAVES FOR JURY DUTY OR COURT SUBPOENAS	POLICY #: OPR D-05	APPROVED: OCTOBER 9, 2012 REVIEWED:

POLICY STATEMENT

Parkland College employees called to jury duty or subpoenaed to appear in court as a witness in a case shall be granted leave with pay in accordance with the guidelines stated below and as per Article 17 of the Collective Bargaining Agreement.

Remuneration paid to the employee by the court, other than amounts received for traveling or living expenses, must be remitted to the College within thirty (30) days of receipt.

GUIDELINES

1. An employee called to jury duty or subpoenaed to appear in court as a witness in a case shall be granted leave with pay upon providing his/her out of scope supervisor with a copy of the juror summons or witness subpoena as provided by the Judicial Council Office.
2. This policy does not apply to employees called to court to appear for the purposes of facing charges, or in cases where an employee has volunteered to provide testimony in a case, without a subpoena.
3. Within thirty (30) calendar days of the employee returning to the workplace, the employee must provide the College with documentation outlining the amount of compensation received for service to the Court, other than amounts received for traveling and living expenses, and the documentation confirming the remittance of that amount to Parkland College.
4. If the employee fails to provide the College with any of the above documents, the leave will be considered without pay and corrected accordingly by Payroll.
5. Final approval for all jury duty and court subpoena leaves of absence with pay shall rest solely with the President of the College.