

**NORTHEAST COMMUNITY COLLEGE**

**ADMINISTRATIVE PROCEDURE NUMBER: AP- 7410.4**

**FOR POLICY NUMBER: BP – 7410**

**JURY AND COURT LEAVE**

**1. PROCEDURE SUMMARY STATEMENT**

To establish protocol for employee jury and court leave.

**2. DEFINITIONS**

2.1 Jury and Court Leave- paid leave for an employee entitled to service as a juror or witness.

**3. PROCEDURE**

3.1 Jury/court leave will be given for employees in order to fulfill jury or court obligations. No deduction will be made from the salary of an employee for required appearances in court, including jury duty, when the reason for such appearance is not personal to the employee.

3.2 Employees shall submit to the College all witness or jury duty payments received by the employee. Mileage and other miscellaneous jury or court expense reimbursements may be retained by the employee.

**4. APPLICABILITY**

N/A

**ISSUE DATE:**

**EFFECTIVE DATE:**

**REVISION DATE(S):**

**PRIOR POLICY/PROCEDURE NUMBER:** 4163; BP-7460

**SCHEDULE FOR REVIEW:**

**DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE:** Human Resources

**SPONSORING DIVISION/DEPARTMENT:** Human Resources

**RELATED PROCEDURES/REFERENCES:** AP-7410.0; AP-7410.1; AP-7410.2; AP-7410.3; AP-7410.5; AP-7410.6; AP-7410.7; AP-7410.8; 7410.9

**PROCEDURE KEY WORDS:** jury leave, court leave