

# Palm Beach State College

# Board Policy

<b>TITLE</b>	Leave for Court Purposes	<b>NUMBER</b> 6Hx-18-5.38
<b>LEGAL AUTHORITY</b>	1001.64 FS, 1001.65 FS	<b>PAGE</b> 1 of 1
<b>DATE ADOPTED/AMENDED</b>	Formerly P303.00; Readopted 2/27/1975; Amended 12/01/1976, 6/19/2001, 5/12/2009	

1. A full-time or regular part-time employee who is summoned as a member of a jury panel will be granted leave with pay, and jury fees will be retained by the employee. The College will not reimburse the employee for meals, lodging and travel expenses incurred while serving as a juror.
2. An employee subpoenaed as a witness, not involving litigation in which the employee is a principal, shall be granted leave with pay and any witness fee 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.
3. If an employee is subpoenaed in the line of duty to appear in court as a witness or defendant for a College related matter, the time in court is considered a part of a normal work assignment. The employee shall be paid per diem, if eligible, and travel expenses, and shall be required to turn over to the College any fees received from the court.
4. In no case shall leave with pay be granted for court attendance when an employee is engaged in personal litigation in which the employee is a principal; however, an employee may be granted vacation or personal leave in such cases with the approval of the President or designee. An employee who is involved in litigation as a result of action relating to the carrying out of his or her official College duties and responsibilities may be granted leave with pay for court attendance upon the approval of the President or designee.
5. An employee who is required to attend court for jury duty or as a witness will complete and submit for approval a leave form prior to the date of the court session(s). The employee will write "Jury/Witness Duty" in the "Other" section of the form. The employee will also be required to attach a copy of the summons or subpoena to the form. Upon completion of jury or witness service, the employee is required to contact the supervisor regarding returning to work and will provide the receipt from the Clerk of Court for services rendered for hours covered by the leave.
6. Any employee subpoenaed in line of duty to represent the College as a witness or defendant will also process a leave form. Such time will be considered "Temporary Duty Elsewhere."