

3357:13-16-74: Absence Due to Court Service/Jury Duty

- (A) An employee's request for an absence due to jury duty must be accomplished through form #101 (Request for Leave). It must be submitted to the employee's immediate supervisor prior to the absence.
- (B) Jury duty is defined as a situation in which an employee is subpoenaed to appear in court as a jury member but not as a defendant against criminal or civil charges, nor through legal actions brought by the employee against others.
- (C) An employee subpoenaed for jury duty will not have the time away from work charged against vacation or personal leave, and will not lose pay due to this absence. Court reimbursement of personal expenses such as transportation, parking costs, and meals made to employees subpoenaed for jury duty need not be reported to the College.
- (D) If an employee receives any monies for jury duty while they would normally be working at their assigned position, the employee will submit to North Central State College the income earned for jury duty. In return, the employee will be paid their normal wages for the day.
- (E) An employee excused or discharged from jury duty before the end of the employee's normal work day shall report to work as soon as practicable following being excused or discharged.
- (F) No allowance of pay will be made to an employee who is summoned to court as a result of an infraction against the law or paying fines unless the employee elects to take personal leave or vacation.
- (G) If an employee receives any monies for court services and performance of these services fall outside their normal working hours, these monies may be retained by the employee with no reduction of income earned at North Central State College. Examples of this situation might be vacation, time off without pay, holidays, leave of absence periods, or time outside the normal working hours.

Effective: February 5, 2016

Expires: February 1, 2021

Review Dates: 6/19/85, 7/1/06, 2/5/2016