
E-3i(9)	PROCEDURE	Benefits for Eligible Employees: Personal Leave, Civic Leave, Jury Duty Leave
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Personal leave requests must be submitted in writing to the member’s immediate supervisor, with forty-eight (48)-hour advance notice when possible. Personal leave may be requested for any reason the employee deems necessary. The reason for such leave need not be given. The minimum amount of personal leave which can be taken is 30 minutes. All personal leave is to be taken in increments of 30 minutes (one half hour).

The request for personal leave may be denied if granting the request would cause the operations of the College to be impaired as a result of the number of such requests already submitted and approved.

Employees shall be paid for accrued but unused personal leave upon separation from the College.

Civic Leave

An employee elected or appointed to public office shall be granted civic leave not to exceed two (2) days per month. Such leave shall be without pay.

Jury Duty Leave

When an employee is required to serve on jury duty, any absence from work for this reason will be excused without loss of pay. The court duty pay received by the employee must be turned into the Campus Business Office or an equivalent amount deducted from the employee’s regular monthly pay.

Employees are expected to report back to their working assignment during a normal work day when their presence is not required by the court. The employee may retain monies received from the court for expenses they receive while on court duty.

Adopted Date: 08/21/2007; Revised (personal leave) 5/19/2015; revised 8/16/2016 (faculty personal leave); revd 6/20/2017