

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

ABSENCE DUE TO COURT SERVICE

Effective August 21, 2000

Policy No. 3-11

Page 1 of 1

- (A) The college recognizes that it is occasionally the civic duty of its employees to participate in court service.
- (B) Court service is defined as a situation in which an employee is summoned for jury service or subpoenaed to appear before a court or other legally constituted body authorized by law to compel the attendance of witnesses as a witness, except when the employee is a party to a civil or criminal action.
- (C) An employee who is a party to a civil or criminal action will not be paid for the absence unless the employee elects to take personal business absence or vacation as provided in Policy No. 3-12 or Policy No. 3-05.
- (D) The college will establish procedures for administering this policy.