

NUMBER: 1433

TITLE: Civil and Administrative Leave Policy

APPROVED: June 13, 2008

Civil and administrative leave is available for all faculty members.

1. Civil and administrative leave is granted to fulfill the civic duties and functions listed below:
 - As required by a summons to jury duty.
 - To appear as a crime victim or witness in a court proceeding or deposition as compelled by a subpoena or summons.
 - To accompany the faculty member's minor child when the child is legally required to appear in court.
 - To attend work-related administrative hearings as a party or witness.
 - To attend one initial session with the Employee Assistance Program per qualifying incident.
 - To cover periods of investigation as approved by Human Resources and senior management.
 - To provide paid leave during the due process period.
2. Civil and administrative leave is not granted for use by a faculty member:
 - who is a defendant in a criminal matter, where criminal matter means either an alleged misdemeanor or felony,
 - who has received a summons to appear in traffic court (except as a witness), or
 - who is a party to a civil case, either as plaintiff or defendant, or who has any personal or familial interest in the proceedings.