

POLICY

Legal Leave for court jury duty or subpoenaed third-party court witness duty is paid leave, in the amount of the difference between a regular day's wages and the stipend paid by the court for such duty.

In instances where the specifics of this policy are at variance with the terms and conditions of a collective bargaining agreement, the terms and conditions of such relevant agreement shall take precedence.

ADOPTED: January 22, 1968  
Revised: November 28, 1977

REVIEWED: April 30, 1991

PROCEDURE

1. Purpose: To provide a procedure for properly compensating an employee for time spent in jury duty or as a third-party witness of the court.
  
2. Method of Implementation: When an employee is absent from work due to directed assignment to jury duty or summoned appearance as a third-party witness of the court, the procedure outlined herein shall be utilized to effect payment of the difference in normal wages and those monies paid by the court for such service.
  - a. The summoned employee shall make his/her supervisor aware of impending absence by supplying a copy of the court's notice of required service.
  
  - b. The supervisor shall arrange for the submission of Form BF-10 or BF-11, as appropriate, clearly annotated to show the specific dates on which the employee was absent for jury duty service or third-party witness appearance in court. The time sheet/absence forms reporting such legal leave absences requiring payment of adjusted salary in accordance with the College policy, shall be submitted with the employee's signed statement of the wages received from the court, and the specific days for which such wages were paid directly to the Office of Human Resources for processing.
  
  - c. The Office of Human Resources shall review the documentation received from the supervisor, and advise the Payroll Department of the requirement for an adjusted salary check in an amount which reflects a deduction from normal wages for the days served, in the amount paid by the court for required jury or witness services. The court's reimbursement for travel expense shall not be deducted from normal wages in arriving at the correct adjusted amount to be paid to the employee.
  
  - d. When the adjusted salary check is issued by the Payroll Department, it shall be sent to the Office of Human Resources for issuance to the employee. Upon receiving the adjusted salary check, the employee shall sign a receipt for same.

Note: If an employee wishes to receive his/her normal and full salary check from the College in lieu of an adjusted check, he/she must hand-deliver to the Office of Human Resources the check received from the court for jury/witness service, endorsed to Ocean County College, at the time of original submission of time sheet/absence report.

ADOPTED: February 9, 1977  
Revised: April 25, 2000