

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Holidays and Leave	Section: IV
	Subject: F.1
SUBJECT: Other Leave With Pay – Court Leave	Effective: 06/05/09
	Revised: 05/29/09

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND SOUTH CAROLINA STATE UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE UNIVERSITY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

COURT LEAVE

An employee in an FTE position who is summoned as a member of a jury panel shall be granted court leave with pay. Any jury fees and travel payment shall be retained by the employee. An employee who is summoned to jury duty will be required to work on any given day only the number of hours that equal the employee’s work schedule, minus the hours required to be at court.

An employee in an FTE position who is subpoenaed as a witness and who will not receive any personal gain from the outcome of the litigation, shall be entitled to court leave with pay for those hours required for the subpoena and may retain any witness fee and travel expenses.

When an employee is subpoenaed to represent the University as a witness or defendant, his or her appearance is considered a part of the employee’s job assignment. The employee shall be reimbursed for any meals, lodging and travel expenses that may be incurred while serving in this capacity according to applicable regulations.

An employee engaged in personal litigation is not eligible for court leave with pay, however, the employee may be granted annual leave or leave without pay with approval of the supervisor.

An employee who is excused from jury duty and was not required to be at court the number of hours equal to the employee’s workday is required to return to the job; otherwise, any time the employee is excused from jury duty and does not return to work will be charged to annual leave or in the case of illness to sick leave. If the employee has no paid leave, he or she will be charged with leave without pay.