

TIME OFF - JURY DUTY / WITNESS SERVICE LEAVE

Independence Community College encourages civic service duties of our Faculty, Athletic Staff, Classified Staff and Administrators. Employees assigned to a part-time or full-time position will be approved for paid leave for:

- 1) a civic jury duty assignment
- 2) for a required appearance before, and at the direction of, the Kansas Commission on Civil Rights, the United States Equal Employment Opportunity Commission, or a court.

Human Resources must approve all Jury Duty/Witness Service Leaves. Jury Duty/Witness Service Leaves will be approved if it does not result in a hardship to the operations of the College.

Jury Duty/Witness Service Leaves will not be approved for court cases in which the employee is the plaintiff or respondent.

When employee receives a summons or subpoena, they should send a request a Paid Jury Duty/Witness Service Leave. To request a Jury Duty/Witness Service Leave, click here [Insert form link here](#). Please attach a copy of the Court Notice to the request.

Human Resources will review the summons or subpoena and determine if it qualifies for a Paid Jury Duty/Witness Service Leave. Human Resources will respond to the employee with one of the following responses:

- Your Jury Duty/Witness Service Paid Leave Request has been Approved
 - dates paid will be listed
 - Human Resources will work with your supervisor to find coverage for your position during your Paid Leave
- Your Jury Duty/Witness Service Paid Leave Request has been Denied
 - a detailed reason will be provided why the request was denied

Court Fees

Employees granted paid leave for Jury Duty will retain all court fees received. Employees granted paid leave for Witness Service may retain a maximum of \$50.00 in court fees. Any court fees above \$50.00 should be turned over to the ICC Business Office.

Employees who travel to a required court appearance in a personal vehicle will retain all court mileage fees received. Employees who travel to a required court appearance a college vehicle should turn over any mileage payments received to the ICC Business Office.

Exclusions

Employees assigned to temporary or seasonal positions do not qualify for paid Jury Duty/Witness Service Leave.

Consequences

Unless approved in advance, time missed may be considered an unauthorized absence.