

Policy: 5.37

Jury Duty

Purpose

To provide paid leave while an employee carries out their civic responsibility.

Policy Statement

Kansas City Kansas Community College expects employees to fulfill their civic responsibilities by serving jury duty when required and able to do so. All employees called to serve on a jury will be paid for the day or days in which the court requires attendance. Employees are expected to return to work when the court schedule permits.

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee should notify their supervisor as far in advance as possible of the date the employee is to appear. The employee is required to provide copies of the subpoena or jury summons to their supervisor.

Employees appearing in their own personal legal cases as a plaintiff or respondent to a nonsubpoenaed court appearance will not receive paid time off. Vacation or personal leave time should be used for such instances.

Board Approved: 12/14/2021