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CIVIL LEAVE

It is the Administrative procedure of Southwestern Oregon Community College that deductions shall not be made in the salary of Managers, Administrators, Supervisors, Specialists and Confidential employees for required appearances in court or hearings resulting from a call to jury duty, subpoena, or a request to appear to testify where the staff member is not personally involved in the action as the plaintiff, the defendant, or the object of the investigation. Any remuneration received for such appearances held on a work day, less travel costs, will be endorsed to the College.

Adopted by Board of Education:

Procedure #6.018 April 11, 1977

Changed to Administrative Procedure January 22, 1996

Reviewed March 11, 2013 (Formerly Admin Policy 6.3.026)

Reviewed: August 7, 2019