

COURT ATTENDANCE POLICY

All employees are covered by this policy. ***Administrative or classified staff*** members subpoenaed to appear in court will receive leave with full pay if they are **not** a party to the action. If a staff member receives a summons to appear before a court - that is, the employee **is** a party to the action – the employee may use vacation time or take leave without pay to cover the absence.

Faculty members who are subpoenaed to appear in court or summoned to appear must inform the chair of the absence and make arrangements for any class coverage.

Additional information on the Court Attendance Policy can be found in the Administrative Staff Handbook and the Classified Staff Handbook. There is no reference to this policy in the Charter's Faculty Handbook although the policy does apply to faculty.

09/04