

| | |
|--|---|
| Title: Court-Related Leave | Number: |
| Approved by the Board of Governors Date: January 27, 2009 | Implementation Date: January 27, 2009 |
| History: Scheduled Review Date: January 2012 | Origin: Human Resources Authority: Law of the Virgin Islands Revised Edition 1991 Vol1. Chapter 36 Virgin Islands Labour Code 1974 |

Policy

1. When summoned for jury duty or when subpoenaed as a witness when not a principal in litigation, employees shall receive court-related leave with pay, shall retain any fees earned, and shall not be paid by the College for meals, lodging, or travel.
2. When a principal in personal litigation, an employee shall not receive court-related leave, but may be granted vacation or emergency leave with the approval of the President or a designee.
3. When involved in litigation on behalf of the College or due to action in line of duty as an employee, employees shall be considered on duty and shall turn over to the College any fees received from the Court.

Procedure:

1. A request for court-related leave will be initiated by the employee by submission of the court summons to the immediate supervisor. In the case of (2) the summons should be accompanied by an application for leave form. The form(s) should bear the signature of the immediate supervisor and should be forwarded to the Human Resources Department for processing.
2. The Supervisor is expected to monitor the absences of the employee pertaining to court related leave, and to keep this information on file and file a copy with the Human Resources Department.

3. If the employee is not required to serve as a juror or a witness on a particular day, or his/her services are only required for half a day, the said employee is required to report back to work, unless an alternate form of leave is taken. The court verifies the attendance of jurors, and an employee who is not actively involved in a case, and does not report back to work will forfeit salary for the day.
-