



*University Staff (Dade County Police Benevolent Association-Lieutenants
Law Enforcement Bargaining Unit (PBA-LTS))*

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
JURY DUTY AND COURT APPEARANCES (PBA-LTS)	June 21, 2011	1750.140

POLICY STATEMENT (R*)

An employee summoned as a member of a jury panel shall be granted leave with pay and any jury or witness fees shall be retained by the employee. Leave granted hereunder shall not affect the employee's vacation or sick leave balance.

An employee subpoenaed to represent the University shall have such duty considered a part of the employee's job assignment. The employee shall be paid travel expenses and incidentals. The employee shall give the University any fees received.

An employee is not paid for time off work because they were subpoenaed to appear in court for criminal or civil cases being heard in connection with the employee's personal matters, including but not limited to, appearing in traffic court, divorce proceedings, custody hearings, appearing as directed with a juvenile, etc. or service as a paid expert witness. The time off may be charged to accrued compensatory time (if applicable), vacation leave, or may be taken as leave without pay.

REASON FOR POLICY (O*)

To administer a policy regarding jury duty and subpoena for court appearances.

HISTORY (R*)

Adopted: March 31, 2009; Readopted: June 21, 2011.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

Division of Human Resources
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

Payroll and Employee Records
Division of Human Resources
11200 S.W. Eighth Street – PC 220
Miami, Florida 33199
Telephone: (305) 348-2181

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***R = Required *O = Optional**