



Jury Duty Leave

Ringling College of Art and Design acknowledges the importance of participating in civic affairs and grants time off to all staff with Regular Full-time, Regular Part-time, and Temporary Full-time appointments without loss of pay or benefits for up to two weeks of jury duty or when subpoenaed as a witness. For periods extending beyond two weeks, employees may use vacation leave, personal leave, or unpaid leave.

Employees should notify their supervisor immediately if they are summoned to participate in jury duty or appear in court as a witness. The request for this leave should be made at the earliest possible date. Requests for jury duty leave are submitted in writing on the appropriate Leave Request Form and approved by the supervisor and Human Resources. A copy of the court's notification should be attached to the Leave Request Form.

Time off for jury duty covers only the time the employee is actually serving. Whenever the employee's attendance is not required, the employee is expected to report to work.

If an employee becomes a party to or voluntarily becomes involved in a lawsuit, the employee will not be granted paid time off. However, personal leave, vacation leave, or administrative leave without pay may be requested.