

Lakeland Community College

POLICY TITLE:	JURY DUTY
POLICY NO:	3354-2-20-59
ORIGINALLY APPROVED DATE:	07/07/94
REVISED DATE:	10/31/25
EFFECTIVE DATE:	10/31/25
NEXT REVIEW DATE:	10/2030
RELATED PROCEDURE:	N/A
RESPONSIBLE OFFICE(S):	HUMAN RESOURCES
APPROVED BY:	BOARD OF TRUSTEES

This position applies to all continuing and non-continuing, full-time, part-time and partial-year administrators, supervisory/professional, and staff employees.

- A. Full-time continuing and non-continuing, partial-year continuing and non-continuing, and part-time continuing and non-continuing administrative, supervisory/professional, and staff employees shall be granted jury duty leave with pay provided that the payment for jury duty services shall be turned over to the College cashier within five working days of the receipt of such payment. Under exceptional circumstances, the College will request a deferment of jury duty for an employee.
- B. Eligible employees may be granted paid court leave by the Vice President for Administrative Services and College Treasurer for court appearances judged to be in the public interest provided that such leave will not be granted when the employee is a plaintiff or defendant in the court action.
- C. Employees are expected to report for work all or part of any day they are not actually engaged in jury duty or court proceedings.