

Other Leave

Summary

The university's policy on other forms of leave, including court duty and voting.

Purpose

To provide guidance to employees on the University's leave policy for court duty and voting.

Policy

Court Duty

Court duty leave with pay shall be granted to a full-time regular employee for the purpose of serving on a jury or as a witness. Such leave shall be granted upon presentation of official orders from the appropriate court. Personal litigation time, either in court or in consultation, must be taken as Annual Leave time. A copy of the notice from the court should be forwarded to the Payroll Office along with the Leave Request Form.

Voting

Employees of Columbus State University are encouraged to execute the constitutional right to vote in all federal, state, and local elections. When an employee's normal working hours coincide with voting hours, the employee shall be granted leave with pay by his or her immediate supervisor for the purpose of voting. The employee should make every attempt to vote before or after normal working hours.

Related USG Policy

Human Resources Administrative Practice Manual

Last Update

6/5/18

Responsible Authority

CSU Human Resources