

PROCEDURE NO. 614.1

Area: Human Resources

*Original signature on file in the
Office of General Counsel*

Date adopted: October 1, 2002

Certified By:

Curtis Pettis, Vice President and CFO
Administration and Finance

Revisions Approved: April 26, 2024

Subject: **OTHER PAID LEAVE FOR ADMINISTRATIVE, PROFESSIONAL AND CLASSIFIED NON-BARGAINING EMPLOYEES (Court, Bereavement, Good Friday, and Voting)**

This policy applies to all employees except those covered by a collective bargaining agreement.

Court

Employees who have completed their probationary period, and are needed for Court or Board required service, on behalf of the University, will be excused from their job assignment when those hours conflict with the hours the employee must spend in connection with the Court or Board proceedings. Employees who are summoned, required to serve on a jury, or who are served with a subpoena to appear in proceedings as a witness, and are not a party to that action, shall be allowed to retain the pay for jury duty or witness fee, and shall not suffer any loss in their regular earnings for up to two weeks of service.

- Any employee who is appearing before a court or other legally constituted body in which he/she is a party may be granted vacation leave or leave of absence without pay.
- The employee who is the appellant in any action before the State Personnel Board of Review and is in active pay status at the time of a scheduled hearing before the board shall be granted court leave with full pay for the purpose of attending the hearing.

Bereavement Leave

Upon the death of an immediate family member, the employee shall be granted up to three (3) workdays for bereavement. Such leave shall not be charged against annual or sick leave. Proof of death will be required, i.e., death certificate, funeral program, obituary, other supporting documentation along with an approved leave form must be provided to your supervisor.

Immediate family shall include the employee’s father, mother, sister, brother, wife, husband, child, stepchild, grandparents, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandson, granddaughter, father-in-law, or mother-in-law; and all other relatives residing in the employee’s household for which the employee is responsible for care, guardianship or foster.

Good Friday

Employees shall be granted four (4) hours administrative leave without loss of pay for Good Friday. Administrators must ensure that University business hours, 8:00 am – 5:00 pm, are covered during this time.

Voting

One (1) hour of administrative leave without loss of pay shall be granted to employees for general election days that would occur within the county or township of their residence. An employee may be required to show proof of actual voting.