

3356-7-11 Civic leave with pay, excluded professional/administrative and excluded classified staff.

(A) Policy statement. The university is committed to employment practices that promote the health and welfare of its employees. Through its leave programs, it provides for and encourages preventive healthcare; physical, emotional, and mental well-being; professional growth and development; and civic responsibility.

(B) Parameters.

(1) As provided in section 123:1-34-03 of the Administrative Code and section 124.135 of the Revised Code, employees shall be granted civic leave with full pay and benefits when:

(a) Subpoenaed to appear before any court or other legally constituted body authorized to compel the attendance of witnesses, where the employee is not a party to the action;

(b) Summoned for jury duty by any court of competent jurisdiction; or

(c) The university appoints or approves an appointment to serve in an unpaid position on an advisory board or commission or to solicit for charities for which university payroll deductions are made. This policy does not apply to situations where employees are being compensated by a third party, i.e., expert witness testimony.

(2) Employees required to appear or serve for only part of a day for court or jury duty may be obligated to return to a scheduled work assignment following dismissal by the court.

(3) Employees who are appellants in any action before the state personnel board of review (“SPBR”) and are in active pay status at the time of a scheduled hearing before SPBR may be granted civic leave with full pay and benefits for purposes of attending the hearing.

(C) Procedures.

- (1) Employees shall provide written notification of civic leave to the supervisor as far in advance of the leave as possible. Documentation regarding the leave (e.g., a copy of the summons or subpoena) shall be attached to the notification.
- (2) Employees may retain any money received as compensation or expense reimbursement for jury duty or court attendance compelled by subpoena.
- (3) Employees covered by collective bargaining should refer to their respective agreement.

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CERTIFIED ELECTRONICALLY

Certification

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Date

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