At Charles R. Drew University, eligible employees may be granted administrative leave to participate in specified University and civic activities, or because of natural or other emergencies. Administrative leave status shall not be required for exempt employees for absences of less than one full day or less than that portion of a day during which an employee on less than full-time pay status is normally scheduled to work when the absence occurs because of activities covered by this policy.

A. CIVIC DUTIES

1. Appearance in Court or Witness Duty

At Charles R. Drew University, if an employee is required to appear in court or serve as a witness, the employee is to notify the supervisor immediately so that plans for the absence may be made with as little disruption to work as possible. Employees who are required to appear in court or serve as a witness on behalf of the University will be paid their regular wages for this time.

For non-exempt employees, time taken off for appearance in court or witness duty not requested by the University will not be paid by the University. Exempt employees will receive regular pay while appearing in court or serving as a witness if they have performed work for any portion of a workweek in which they appeared in court, provided the University expressly permitted the exempt employee to work on behalf of the University during that time.

Employees are permitted to use accrued vacation in place of unpaid time off for appearance in court or witness duty. If requested, employees must provide the University with a copy of their court appearance subpoena/summons.
2. **Jury Duty**

If an employee receives a call to jury duty, the employee is to notify their supervisor immediately so that plans for the absence may be made with as little disruption to work as possible.

Employees are to provide the University with a copy of their jury duty summons and, if they are selected to serve on a jury, proof that they served as a juror.

An employee who is summoned to serve on a jury on a holiday observed by the University is eligible for holiday pay and receives no alternate day off.

Non-exempt employees are eligible to receive ten (10) days paid leave per calendar year to serve on a jury. If exempt employees have performed work for any portion of a workweek in which they serve on a jury, they will receive regular pay for the week provided the University expressly permitted the exempt employee to work on behalf of the University during such jury service, not to exceed the pay for the employee's normal work day, and the employee's normal work week. If not, exempt employees are eligible to receive ten (10) days paid leave per calendar year to serve on a jury.

Employees who are released from jury duty before the end of their regularly scheduled workday or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and immediately report to work unless otherwise approved by their supervisor. Employees are permitted to use any accrued vacation and/or accrued personal days in place of unpaid time off for jury duty.

3. **Voting**

**State law (California Elections Code Section 14001)** Employees are eligible for paid time off for the purpose of voting only if they do not have sufficient time outside of working hours to vote. The intent of the law is to provide an opportunity to vote to workers who would not be able to do so because of their jobs. Voting hours are from 7am to 8pm. Employees can be given as much time as they need in order to vote, but only a maximum of two hours is paid. Employers may require employees to give advance notice that they will need additional time off for voting. Employers may require time off to be taken only at the beginning or end of the employee's shift.

**B. EMERGENCIES**

An employee may be granted administrative leave with pay due to natural or other emergencies for the period of time authorized by the President.

- **Unpaid Leave for Volunteer Firefighters, Reserve Police Officers & Emergency Rescue Personnel**
  
  *(California Labor Code §§230.3, 230.4)*
Leave is given to permit employees to train and work in designated volunteer positions. All Employees who serve their communities as volunteer firefighters, reserve police officers or emergency rescue personnel are eligible.

Leave is usually available for a few hours or days at a time in order to perform required duties. Employees are also eligible for up to fourteen (14) days per year of unpaid time off for training assignments.

**PROCEDURE LE.00720 Administrative Leaves**

A. **VOTING**

- Employees who need to arrange an alternate voting schedule must put their request in writing to their supervisor:
  - b. in writing
  - c. with 24 hours advance notice.

B. **EMERGENCIES**

1. Required notice and documentation:
   - Employees should advise their supervisor of their need for time off as soon as they are aware of their service or training assignment.
   - The University may require documentation of such service or training assignment.

4. It is anticipated that leave will be in short increments of a few days or hours, so employees may return to their usual position at the conclusion of the leave.

5. Benefit time will continue to accrue while the employee is on the unpaid leave.

Applicability: All Staff and Faculty Members