



KENTUCKY STATE UNIVERSITY

Policies and Regulations

REGULATION TITLE:

Court Leave

APPLIES TO:

**Faculty
Staff**

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

REGULATION STATEMENT:

Kentucky State University (KSU) supports the civic obligations of its employees and provides paid leave for required court-related service, such as jury duty and appearing as a witness in a court proceeding.

DEFINITIONS:

Full-Time Employees

Full-time employees are employees who are continuously assigned to work a minimum of 37.5 hours per week (40 hours where entire units or offices remain open, such as Physical Plant, Public Safety, Information Services and Resources, and others), and who have an employment period of at least nine (9) months per year.

Part-Time Employees

Part-time employees are employees hired to regularly work between 20 and 24 hours per week for a period of at least nine (9) months per year.

PROCESS:

Eligibility for Paid Court Leave

- **Covered Service:** Full-time and part-time employees are entitled to paid time off when performing jury service or when subpoenaed to appear in court as a witness.
- **Excluded Service:** An employee is not entitled to paid court leave when they are a party to the legal action, or if their child, parent, or other relative is a party to the action. In such cases, the employee may request to use their available vacation leave or other paid time off, subject to supervisory approval.

Requesting and Documenting Leave

- **Notification:** An employee must notify their supervisor of the need for court leave as soon as possible after receiving a summons or subpoena.
- **Documentation:** The employee must provide their supervisor with a copy of the official court summons or subpoena to document the need for leave.
- **Timekeeping:** All court leave must be properly recorded in KSU's approved time and attendance software.

Returning to Work

Once dismissed from jury duty or from serving as a witness, the employee must return to work as soon as practicable. Any unreasonable delay in returning to work will not be considered paid court leave.

REFERENCES AND RELATED MATERIALS:

- Vacation Leave Regulation

CONTACTS:

Subject	Office	Telephone	E-mail
Regulation questions	Human Resources	(502) 597-6667	Human.Resources@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy) (HR Policy Manual)	March 2013	Unknown
Revised	August 9, 2024	Zach Atwell
Revised (Reclassified as Regulation)	July 21, 2025	Zach Atwell
