



# KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

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**POLICY TITLE:**

**Court Leave Policy**

**VOLUME, SECTION & NUMBER:****ENTITIES AFFECTED:**

**Faculty  
Staff**

**ADMINISTRATIVE AUTHORITY:**

**Office of Human Resources**

**APPROVED BY:**

**Office of the President**

**EFFECTIVE DATE:**

**July 8, 2024**

**REVISED FROM:**

**2013 Human Resources Policy Manual**

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**POLICY STATEMENT:**

Kentucky State University (KSU) recognizes the importance of jury duty and has promulgated this policy to outline the procedures for requesting time off for jury duty and other court-related service.

Full-time and part-time employees shall be entitled to paid time off due to performing jury service or complying with a subpoena or other requirement of a court to appear as a witness. But no employee shall be entitled to paid time off when appearing in a case in which the employee or his or her child, parent, or relative is a party to the action. However, an employee who is a party to an action may work with his or her supervisor in advance to use other leave balances, as needed and approved, to appear in court.

**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. Full-time employees are eligible to participate in all KSU-provided benefits.

### **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. Part-time employees are ineligible to participate in KSU-provided benefits.

### **PROCESS:**

- An employee shall notify his or her supervisor of the need for court leave as soon as possible, and he or she must record all court leave through KSU's approved time and attendance software.
- Once an employee has been dismissed from jury duty or as a witness, he or she must return to work as soon as practicable. Any unreasonable delay in returning to work after court service will not be treated as paid leave unless an employee opts to use vacation leave.

### **RELATED POLICIES:**

Vacation Leave Policy

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