

POLICIES OF THE
BOARD OF TRUSTEES

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- (1) When an employee attends court in connection with his or her official duties, no leave is required. Fees received as a witness while serving in an official capacity shall be turned in to the community or technical college for which the employee works. When an employee is required to attend court on a day that he or she would normally be off, the time is to be considered as working time and included in the total hours worked per week.
- (2) When an employee is subpoenaed or directed by proper authority to appear as a witness, the employee shall be granted civil leave with pay. Any fees received shall be turned in to the community or technical college for which the employee works. The employee may use annual leave rather than take civil leave with pay in which case the employee may retain any fees received.