


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:039	Supersedes Policy Number: 5:023
Date: April 18, 1988	Dated: August 1, 1986
Subject: Civil Leave	
Initiating Authority: Vice President for Finance and Administration	SBR Policy/Guideline Reference: 5:01:01:05
Approved:  President	

Regular employees shall be granted civil leave when in obedience to a subpoena or direction by proper authority, they appear as witnesses for the Federal government, the State of Tennessee, or a political subdivision of the State, or when it is necessary to attend any court in connection with official duties or to serve on a jury in any State or Federal Court.

For the period employees eligible for civil leave render jury service or serve as witnesses, they shall be entitled to the difference between their regular compensation and the amount allowable for such service, except for travel expenses received. However, if employees elect to use annual leave rather than civil leave, they may do so and retain all compensation or fees received as witness or juror.

Employees involved in personal litigation, or who serve as witnesses in private litigation, shall be charged with annual leave or leave without pay.