

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Personnel Policies and Procedures

POLICY/PROCEDURE: Legally Required Absences

DATE: March 1, 1993

REVISION(S):

NUMBER: 2.55

Voting

The College encourages employees to exercise their voting rights in all national, state, and local elections. The College, therefore, allows one hour in pay status for voting. If additional time is need to vote, the President may approve up to three (3) more hours in non-paid hours off.

Jury or Witness Service

The College gives full-time employees time off with pay for jury duty required by the courts. If an employee is subpoenaed for legal testimony, he/she will be paid when there is no direct interest in the outcome of the trial. An employee will need a statement from the court to be paid for the period of absence. Full pay is also authorized if the College directs the employee to be present in the courts.

Time off for court appearances of a personal nature must be taken as vacation or time off without pay.

Military Service

A yearly short-term leave of absence may be granted to full-time employees who are members of the National Guard or any Reserve branch of the Armed Forces. An employee must request a short-term military leave by completing an Application for Leave of Absence and including a copy of the military orders. The President must approve the leave. If approved, the employee will be paid during the period of the leave.

A long-term military leave of absence is without pay, and may last up to four years. The President must also approve the application.

An employee who is discharged under honorable conditions and asks for a reinstatement within ninety (90) days of release from active duty will be re-employed in the same or comparable position.

AUTHENTICATION (Signature):

COPP

President

3/1/93
(Date)

2.55