

14.00 Other Paid Time Off Work

14.01 JURY DUTY

If you are summoned to Jury Duty, you must provide your summons to your supervisor immediately and in no event more than one business day after you receive it. If you are released from Jury Duty for any one-half day or more during Jury Duty, you must report to work or immediately notify your supervisor that you cannot report to work and the reason. Birmingham-Southern College will pay you your regular compensation for each day of Jury Duty unless you are released for a half-day or more and fail to report to work.

14.02 SUBPEONAED WITNESS

If you are subpoenaed as a witness or interested party, you will be allowed the necessary time off to appear in court. The time off will not be considered as annual leave or time taken without pay.

14.03 VOTING TIME OFF

The College encourages you to be a registered voter. Voting hours are such that you should be able to vote before or after work. If your work schedule is such that it does not allow voting time before or after work, your supervisor may allow you time off to vote during working hours with no reduction in pay.