

# CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

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## LEAVES OF ABSENCES WITH PAY

### Judicial Leave

An employee shall be granted leave to appear as a witness in court, other than as a litigant; to serve on a jury; or to respond to an official order from another governmental jurisdiction for reasons not brought about through the convenience or misconduct of the employee. An employee shall receive regular pay less any amount received for jury or witness fees.

## LEAVES OF ABSENCES WITHOUT PAY

The Board of Trustees of Citrus Community College District may grant a leave of absence for one year without pay to a classified employee under any one of the following conditions:

1. For improvement of impaired health
2. For military leave
3. For special reasons acceptable to the Board. Each application for leave shall be presented in writing through the proper channels to the Superintendent/President.

Request for leave under condition No. 1 above must be accompanied by a report from the employee's physician.

Classified employees while on any leave of absence without pay shall not be employed by the District in any capacity.

Adopted ..... 6/20/61  
Revised..... 6/15/70  
12/14/76