

CIVIC DUTY LEAVES

Time Off to Vote

Dunwoody encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are expected to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, they may request and receive paid leave for such time as is necessary to vote. Employees should request paid time off to vote in writing from their supervisor at least two working days prior Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule. The supervisor will notify the employee at what time they will be allowed to take their time off.

Witness Duty

Dunwoody encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by Dunwoody, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than Dunwoody. Employees should use any available paid leave benefit (such as PTO) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

Jury Duty

Dunwoody encourages employees to fulfill their civic responsibilities by serving jury duty when required. Full-time employees may request up to 2 weeks of Dunwoody paid jury duty leave over any one-year period. Employees are required to submit their jury duty stipend to the school in exchange for their regular pay. Employees must show the jury duty summons to their supervisor. Employees are expected to report for work whenever the court schedule permits.

Either Dunwoody or the employee may request an excuse from jury duty if, in Dunwoody's judgment, the employee's absence would create serious operational hardship.

Dunwoody will continue to provide health insurance benefits for the full term of the jury duty absence. PTO will continue to accrue during jury duty leave. Dunwoody will not make deductions from the salary of an exempt employee who serves on a jury if the employee also performs work for Dunwoody in the same work week.