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6-807 Administrative Leave

Employees may be entitled to administrative leave with pay in the following described instances:

A. Voting

Employees must be granted leave for voting purposes as provided by law.

B. Emergency Leave

Employees may be granted temporary emergency leave if they are excused from work by the president of the university or the president's designee due to natural disasters, or other reasons which are in the best interest of the university or employees.

C. Jury Duty and Material Witness Service

An employee called upon for service as a jury member or as a material witness, unless related to the employee's business or personal matters, must be granted leave sufficient to provide the subject service. Any employee who receives a fee as juror in accordance with A.R.S. 12-303 shall either remit such fee to the institution or have an equal amount deducted from his/her pay. Reimbursements for travel expenses may be retained by the employee.