6-807 Leave With Pay

Revision Dates

11/19/2026, 2/19/1988, 3/12/1983 (adopted; effective 5/1/1983)

Employees may be entitled to 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 a witness in accordance with A.R.S. § 12-303 or as a juror under A.R.S. § 21-221 shall either remit such fee to the institution or have an equal amount deducted from their pay. Reimbursements for travel expenses may be retained by the employee.

Policy History

3/12/1983 The Policy Manual was adopted by the Board to be effective 5/1/1983.

2/19/1988 Policy revision approved by the Board on second reading.

11/19/2026 Policy revision approved by the Board on second reading.

Related Information

See 3/12/1983 meeting minutes.

This policy was originally numbered as 6-709 from its adoption in 1983 until 2/19/1988.