Ohio Administrative Code

Rule 3349-7-75 Jury/civic duty leave.

Effective: July 18, 2025

(A) Purpose

To encourage employees to contribute to the community by fulfilling civic duties.

(B) Scope

This rule applies to all institution employees, including but not limited to faculty, administrative staff, unclassified hourly employees, and classified civil service employees. This rule does not apply to student employees.

(C) Definitions

(1) Consult rule 3349-7-01 of the Administrative Code.

(2) "Jury Duty" or "Civic Duty" is service that requires time spent away from the institution as the result of a lawfully issued summons or subpoena.

(3) "Normal Working Hours" are hours specified by the immediate supervisor of an employee regarding when the employee will generally perform work for the institution.

(D) Rule statement

(1) Except as otherwise provided by law, employees will be granted leave with full pay if they are:

(a) Summoned for jury duty by a court of competent jurisdiction;

(b) Subpoenaed or summoned to appear before any court, commission, board or other legally constituted body authorized by the law to compel the attendance of witnesses, where the employee is

not a party (plaintiff or defendant) to the action; or,

(c) Required to participate in any action, as an appellant or subpoenaed witness, before the state personnel board of review and are in active pay status at the time of the scheduled hearing.

(2) An employee who is appearing before a court or other legally constituted body in a matter in which the employee is a party may be permitted to use vacation time or granted leave of absence without pay. Such instances would include, but are not be limited to, criminal or civil cases, traffic court, divorce or custody proceedings, or when they are appearing because they are directed to appear as a parent or guardian of a juvenile. proof of appearance may be required.