

## **ARTICLE 22 - LEAVES OF ABSENCE WITH PAY**

### **A. Jury Duty/Grand Jury Duty**

1. A full-time career employee shall be granted leave with pay for actual time spent on jury service and in related travel, not to exceed the employee's scheduled number of hours of work.
2. During the time an employee is responsible to the court for daytime jury duty, the University will convert the employee's usual work shift to a regular five day, Monday through Friday, day shift.
3. During the time an employee is responsible to the court for night time jury duty, the University will convert the employee's usual work shift to a regular five day, Monday through Friday, evening shift. Such an employee will receive shift differential only for hours actually worked on the evening shift.

### **B. Witness Leave**

When served with a subpoena which compels the employee's presence as a witness, a full-time employee in a career position on any shift or work schedule shall be granted leave with pay for actual time he/she was required to spend at the administrative or legal proceedings, and in related travel, not to exceed the number of hours in the employee's normal work day and the employee's normal work week. A part-time employee in a career position shall be granted leave with pay for time spent at the proceedings and in related travel which occur during the employee's regularly scheduled hours of work. Leave with pay shall not be granted when an employee is the plaintiff or defendant in a proceeding, is called or subpoenaed as a paid expert witness not on behalf of the University, or is called or subpoenaed because of duties for another employer.

### **C. Blood Donations**

An employee may be granted leave with pay during his/her regularly scheduled hours of work for time actually spent whilst donating blood for plateletpheresis at the UCLA Blood Donor Center. Such leave shall not exceed two (2) hours per donation. Scheduling of such leave must be arranged with and approved by the employee's immediate supervisor. Granting such leave is subject to operational requirements.

The employee's Department, upon receipt of a valid Certificate of Blood Donation, shall credit the donating employee in accordance with University policy.

If, during the term of this Agreement, the University implements any new provision(s) to its policy, including a provision for double blood donations, applicable to staff employees, such provision(s) will apply to employees covered by this Agreement.

### **D. Community Service Leave**

A non-probationary, career employee with satisfactory performance may be granted release time not to exceed twenty-four (24) hours per calendar year in order to provide volunteer services to University-sanctioned non-profit organizations engaged

in charitable or community service efforts. A written request to take community service leave shall be submitted to the employee's supervisor and release time must be approved in advance by the Department head or designee. Employees taking community service leave shall be required to provide proof of service upon returning from the leave. Said requests shall not be unreasonably denied.