

- An employee absent due to an industrial accident resulting in injury or illness to the employee will be allowed up to thirty (30) days absences without loss of pay and without loss of current or accumulated sick leave. During this thirty (30) day period the district will pay the employee the difference between the wage loss benefit check received under the Industrial Compensation laws of the state to equal his/her daily rate of pay. Beginning the thirty-first (31st) day, sick leave will be reduced by the amount of the difference between the total salary of the employee and the wage loss benefit check received by the employee. The employee will also cease accruing illness hours. At the exhaustion of all illness hours, the District will cease to pay the difference between the benefits check and the employee's full rate.
- Any employee off on Industrial Leave of Absence will return to his/her position provided the employee presents a full medical release.
- Failure to return to duty after an Industrial Leave will be grounds for termination from the District.

JURY DUTY [ALL EMPLOYEE GROUP MANUAL – A7]

- An employee recommended for jury duty or subpoenaed by the courts, which requires absences from assigned work shall notify his/her immediate supervisor of the summons or subpoena. A copy of the subpoena shall be retained by the supervisor. In order to verify an employee attended jury duty, employees are required to provide the compensation department a court document signed by the deputy clerk, jury clerk or jury commission. Personal time will be charged if the employee does not provide the required documentation. No employee will be dismissed or transferred from his/her position because of the length of jury duty.
- While serving on jury duty and away from assigned work, pay received for jury duty, exclusive of mileage paid, shall be turned over to the College Fiscal Office or the appropriate District officer.
- Time during the regularly scheduled work day (for the District) not required for jury duty including those occasions when the employee is excused from jury service, is to be utilized in pursuit of District-assigned duties.

MILITARY LEAVE FOR ACTIVE DUTY [ALL EMPLOYEE GROUP MANUAL – A6]

- For MCCCDC employees, a military leave for active duty will be treated as an Absence for Personal Reasons. Employee's are due the benefits as designated in their respective policies.
- Employees on a Military Leave will be paid the difference between their base salary with Maricopa and the total monetary compensation they are receiving from the Military for one year. The amount received will not exceed 100 percent of the employee's regular wages. One (1) copy of the employee's military orders must be presented to Employee Relations.
- Under the Uniformed Services Employment and Reemployment Act (USERRA, 38 United States Code §4301), an employer must hold an employee's job for up to five (5) years when an employee is called to active duty and the leave can be intermittent. The employee must give notice upon discharge from active duty.

MILITARY LEAVE FOR MILITARY TRAINING [ALL EMPLOYEE GROUP MANUAL – A5]

Arizona Revised Statutes provide for release of employees who are members of the Arizona National Guard or Reserve Units to attend periods of military training

jury duty

military leave—active

military leave—train