

father-in-law, step-child, step-sister, step-brother, or any relative of either spouse/domestic partner living in the immediate household of the employee.

**8.2.C. Bereavement Leave**

Any faculty member shall be allowed a leave of absence not to exceed five working days on full pay when such absence is occasioned by reason of death in the immediate family of the faculty member or by other acute bereavement. For the purposes of interpreting this provision:

- (1) "Immediate family" is defined under Personal Necessity Leave in Section 8.2.B(5).
- (2) "Acute bereavement" includes, but is not limited to, the death of a close friend or co-worker. Use of acute bereavement is subject to interpretation by the District.

**8.2.D. Subpoena and Jury Duty Leave**

When a faculty member is absent because of a mandatory court appearance, except as a litigant, said faculty member shall suffer no monetary loss by reason of said service.

- (1) Fees, exclusive of mileage paid by the court or party requiring the faculty member's appearance shall be paid to the District unless the fees are greater than the faculty member's salary, in which case the faculty member may retain the fees and be listed as absent due to personal business.
- (2) A copy of the subpoena or a court order must be filed with the absence report.
- (3) Absence of a faculty member for a legal action in which he/she is a litigant may be classified as a personal necessity.
- (4) Any faculty member called for jury duty shall be granted a leave of absence without loss of pay for the time the employee is required to perform jury duty during the employee's regularly assigned work hours for when jury services are in session. Employees are required to return to work during any day (or portion of the day) in which jury duty services are not required. The employee shall submit jury duty verification when submitting the absentee report at the end of the month.

**8.3 Exchange Service Leave**

Arrangements may be proposed by a regular faculty member to a properly credentialed faculty member of another district or college on a similar professional plane for the purpose of exchanging positions for a period normally not exceeding one year. Exchanges may be arranged with either foreign or domestic service in mind. Exchanges will normally be arranged to permit the District faculty member to receive his/her full remuneration from the District, while his/her opposite number will be reimbursed under an agreement he/she has reached with his/her own district or college. The Governing Board will consider the value of both to the District and to the individual applicant of the exchange arrangement in reaching its decisions concerning the granting of such service leaves.