

Jury or Witness Leave	Document No.	
	Effective Date	10-1-11
	Revision Date	5-17-11
	Revision No.	1.0
	No. of Pages	2

1.0 Purpose

This policy establishes guidelines for employees to use leave to serve on a jury or to provide testimony at a trial.

2.0 Revision History

Date	Rev. No.	Change	Ref Section
5-17-11	1.0	Policy rewrite.	
5-17-11		Removed the clause about charging other types of leave because it was not necessary.	
5-17-11		Added clause about keeping any payment from the court if the employee did not use jury or witness leave.	4.3, 7.1.4

3.0 Persons Affected

3.1 Employees selected for jury call or jury duty.

3.2 Employees subpoenaed to testify as a witness in a trial.

4.0 Policy

The policy of Casper College is to ensure the following.

4.1 Employees have an opportunity for paid leave to serve on a jury.

4.2 Employees have an opportunity for paid leave to meet their obligation to respond to a subpoena.

4.3 Employees who do not use jury or witness leave may keep any monies received from the court.

4.4 Employees do not use this leave for personal court obligations.

5.0 Definitions

5.1 Jury Leave. This is leave to participate in the selection process or to serve on a jury.

- 5.2 Witness Leave. This is leave to testify as a witness at a trial for which the employee has been subpoenaed.
- 5.3 Supervisor. The person to whom the employee reports and who has managerial responsibility to make decisions regarding the employee.
- 5.4 Leave Notification Form. This document is a one-page form used by employees to request leave. The leave form describes the type of leave, the dates and hours requested, and signature lines for the employee and the supervisor. Completion of the leave form alone does not constitute the granting of leave.

6.0 Responsibilities

- 6.1 Employees are responsible for notifying their supervisor of jury or witness obligations and providing documentation of jury duty or the subpoena to the Human Resources Department.
- 6.2 The director of human resources is responsible for ensuring compliance to this policy.

7.0 Procedures

7.1 Taking Leave

- 7.1.1 The employee notifies her supervisor as soon as possible of potential dates for jury call, jury duty, or testifying.
- 7.1.2 The supervisor grants leave as necessary.
- 7.1.3 Upon return to work, the employee completes the Leave Notification Form by checking the *Witness or Jury* box and filling in the dates taken. The employee also must submit a copy of the jury notification or the subpoena and any payment vouchers from the Clerk of Court.
- 7.1.4 The employee endorses any checks received for jury or witness pay, excluding any reimbursements for expenses, to the college. Employees who used some other form of leave during their absence may keep any monies received.