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|  COURT LEAVE  | NO. 448  |
| POLICY:Court Leave is authorized absence for an employee from scheduled work if subpoenaed to appear in local or federal court and the reason for the subpoena is employment related.PROCEDURE:1. Employees are eligible from the date of hire.
2. The facility will pay the employee's normal rate of compensation as long as the court leave is taken on an employee's scheduled day of work. If the court attendance is on a non-scheduled work day, the facility will not reimburse the employee for their time spent in court.
3. Conditions applicable for use:
4. Employee must notify their Department Head of subpoena and shall obtain from the Court Clerk proof of the number of days served as witness.
5. The employee is to report to work on scheduled work days when they are not needed as a witness.
6. Evening and night employees need not work a regular shift if they have completed a full day of court leave.
7. If court leave is for a non-work related case, the employee must use appropriate personal or vacation leave.
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| Approved: | Effective Date: | Revision Date:3/17 | Change No.: | Page:  1 of 1 |