



Civic Leave Policy	Employee
	Effective Date: 10/1/2018
	Approved Revision Date: 9/17/2018

(1) Jury and Witness Service:

- (a) Salaried employees necessarily absent from work in compliance with an official requirement to appear for jury service or a subpoena to appear as a witness at a trial, deposition, or other official proceeding will continue to receive the equivalent of full pay. The employee is expected to deliver to the College Campus Cashier, for deposit to the College Campus accounts, any fees received in accordance with law for compelled attendance as a juror or non---expert witness.
- (b) This allowance covers only time lost while actually engaged in jury service or attendance as a witness, and in reasonable travel to and from the place of such service.
- (c) This policy does not apply when an individual appears in court on his or her own behalf.

(2) State Legislative Office:

- (a) Subject to any statutory prohibitions or limitations, an employee of the College Campus may become a candidate for elective office as a representative or senator in the Utah State Legislature without resigning from the College Campus and without securing a leave of absence. If elected, or appointed, such employee shall be granted a leave of absence without pay for the period of time between the commencement and final adjournment of any regular or special session of the legislature of which the employee is a member.
- (b) In lieu of leave without pay under paragraph (2)(b), above, the employee may elect to go on vacation status to the extent that accrued and unused vacation time is available.