



## 4.1.100

# Jury and Witness Service Policy

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Date of last board of trustees review: October 18, 2023

The originator of this policy is People & Workplace Culture. Questions regarding this policy may be directed to the originator by calling 801-957-4210.

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### 1. Policy

College employees are entitled to paid leave when subpoenaed to serve on a jury or testify in court.

### 2. References

Utah Code Title 78B, Chapter 1, Part 1-Juries and Witness Act



## 4.1.100

# Jury and Witness Service Procedure

Date of last executive cabinet review: May 30, 2023

The originator of this procedure is People & Workplace Culture. Questions regarding this procedure may be directed to the originator by calling 801-957-4210.

## 3. Definitions

See [Personnel Definitions](#)

## 4. Procedures

- A. All employees who receive a subpoena to testify or summons for jury duty will present a copy of this documentation to their immediate supervisor.
- B. Employees who provide their supervisor proper documentation will be allowed paid time off from work for jury duty or to testify in court. Employees will continue to receive their full pay and not required to use vacation or sick leave.
- C. Jury duty or subpoenaed testimony covers only the time employees lose while actually engaged in giving service or attendance as a witness. This authorized time will include reasonable travel to and from the court issuing the subpoena or summons or place of deposition.
- D. Employees must record their absence using the jury duty code through web or department time entry procedures.
- E. Employees may keep any funds received for jury duty or subpoenaed testimony in a court of law or deposition.
- F. Employees engaged in legal proceedings on their own behalf must use approved vacation or leave without pay.