



**Official Policy
of
Ogden Preparatory Academy**

6. Human Resources

6.19.POL Release Time-Jury Duty or Witness in Court

Effective/Revision Date: 09/20/2018

Page 1 of 1

Board Directive

The Board recognizes that there may be times when an employee is subpoenaed as a witness in court for District-related business in which the employee is party to litigation or is called for jury duty service. Therefore, the Board authorizes the Administration to provide released time to eligible employees for the purpose of jury duty service or appearing as a witness in court.

Administrative Policy

1. The Administration shall administer this policy in accordance with the following administrative policy provisions:
 1. Notice to the School Administration or Human Resources Director, together with a copy of the subpoena or notification from the court, shall be given as soon as possible after receiving such notification.
 2. The employee shall complete an Absence Request Form.
 - i. Time off will be documented under the heading "Jury Duty" or "Witness in Court for the District".
 - ii. Personal Time Off (PTO) hours shall not be used and should be set to 0 on the Absence Request form.
 3. The employee shall be paid the difference between his/her regular salary and the amount he/she is paid as a witness or juror.
 4. Any amount paid to the employee for service as a juror or as a witness, excluding mileage, will be deducted from the employee's regular pay or can be surrendered to the school by the employee.
 5. This policy does not apply to an employee who is party to litigation or involved in non-District litigation.

Document History

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Legal References

Utah Code 78B-1-116