



**NO. 2203      REQUIRED COURT APPEARANCE LEAVE**

- 1.0 JURY DUTY: Oklahoma City Community College ("OCCC") grants time off with pay to any employee who is summoned to serve as a juror in any legal proceeding for time spent responding to the summons, time spent participating in the jury selection process and time spent actually serving on a jury. Time off for jury duty is considered hours worked for purposes of computing overtime pay.
- 2.0 REQUIRED COURT APPEARANCES: OCCC grants time off with pay, and such time off counts towards hours worked, to any employee who is subpoenaed as:
  - 2.1 a witness on behalf of the federal government, the State of Oklahoma or a political subdivision of the state;
  - 2.2 a witness or party before a state agency, board, commission, or legislative body; or
  - 2.3 a witness, party, attorney, representative or spokesperson in the employee's official capacity as a state employee.
- 3.0 LIMITATIONS: Any such leave provided under Sections 1.0 and 2.0 shall be limited each week to the normal number of weekly hours worked by the employee.
- 4.0 NOTICE:
  - 4.1 Employees must provide Human Resources with a copy of the jury duty summons or subpoena and inform their supervisor of the need for time off for time spent responding to the summons or subpoena, time spent participating in the jury selection process and time spent actually serving on a jury.

Adopted as Board of Regents Internal Operating Policy 206: December 18, 1989

Revised and Renumbered: July 1, 2007

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