

Davis Applied Technology College: A Utah College of Applied Technology Campus Civic and Funeral Leave Policy

Effective Date: 20 November 2003

CDMT Approval: 11 November 2003

Campus President's Council Approval: 13 November 2003

Board Approval: 20 November 2003

1. Purpose

To outline the Davis Applied Technology College: A Utah College of Applied Technology Campus (College Campus) policy on leave for jury and witness service, legislative service, and funeral and civic programs.

2. References

2.1 Board of Regents Policy and Procedure R821, Employee Benefits

3. Policy

3.1. Jury and Witness Service

3.1.1. 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.

3.1.2. 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.

3.1.3. This policy does not apply when an individual appears in court on his or her own behalf.

3.2. State Legislative Office

3.2.1. 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.

3.2.2. In lieu of leave without pay under paragraph 3.2.1, above, the employee may elect to go on vacation status to the extent that accrued and unused vacation time is available.

3.3. Funerals and Civic Programs

3.3.1. Full-time salaried employees will be allowed time, within reason, for attendance at funerals for non-family members and special civic programs as a speaker, chairperson, musician, etc. and will continue to receive the equivalent of full pay, provided arrangements are made in advance with immediate supervisor approval.

3.3.2. **Authorized for Immediate Family.** Leave with pay may be authorized in the case of death in the "immediate family," to the extent considered reasonable and necessary by the cognizant Vice President. This allowance, however, is not to exceed three working days and is limited to full-time salaried employees. "Immediate family" for the purpose of this policy is defined as father, mother, husband, wife, son, daughter, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, grandparent-in-law, or grandchild.