


Name of Policy: <u>Jury or trial participation leave.</u> Policy Number: 3364-25-08 Approving Officer: President Responsible Agent: Vice President and Chief HR Officer Scope: All University of Toledo Campuses		 Review date: October 13, 2016 Original effective date: May 28, 2009	
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	X	Reaffirmation of existing policy

(A) Policy statement

Employees of the University of Toledo are entitled to paid jury or trial participation leave as provided for under Ohio law.

(B) Purpose of policy

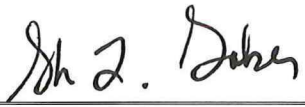
This policy is intended to provide jury or trial participation leave in accordance with Ohio law.

(C) Procedure

- (1) Employees are generally entitled to paid leave when subpoenaed to appear before any court, commission, board or other legally constituted body authorized by law to compel the attendance of witnesses. However, employees are not entitled to paid leave when the employee is a party to the action or proceeding or is subpoenaed as a result of secondary employment outside the service of the University of Toledo. An employee who is the appellant in any action before the state personnel board of review and is in active pay status at the time of a scheduled hearing before the board of review will also be granted leave with full pay for purposes of attending the hearing.
- (2) An employee must notify his or her supervisor as soon as possible in writing, including a copy of the subpoena, jury duty notice, or state personnel board of review hearing order, if the employee

requires leave from work to comply with the subpoena, notice, or order.

- (3) To receive regular pay from the University of Toledo for jury or trial participation leave, the employee must provide evidence to his or her supervisor that the employee actually appeared for jury duty or trial participation, pursuant to the subpoena, or for the state personnel board of review hearing.

<p>Approved by:</p> <p></p> <hr/> <p>Sharon L. Gaber, Ph.D. President</p> <p>October 13, 2016</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i> Senior Leadership Team Vice President and Chief HR Officer</p>	<p>Policies Superseded by This Policy: <i>05-029 (Former Jury and Witness Duty; Medical College of Ohio policy; prior review date 07/01/2003)</i> <i>Previous 3364-25-08, effective date February 1, 2013</i></p> <p>Initial effective date: May 28, 2009 Review/Revision Date: February 1, 2013; October 13, 2016 Next review date: October 13, 2019</p>
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