



NUMBER: 354  
SUBJECT: JURY AND WITNESS LEAVE—BENEFIT ELIGIBLE EMPLOYEES  
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### ***354.1 — POLICY***

Bridgerland Applied Technology College (BATC) recognizes the duty of employees as citizens to serve on juries or as witnesses. For the period during which an employee is 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, the employee will continue to receive full salary. (Please refer to Section 300.345 of the Policy Manual for additional information.)

### ***354.2 — PROCEDURES***

Time allowance for jury and witness service covers only time lost while actually engaged in jury service or in attendance as a witness and in reasonable travel to and from the place of such service or attendance.

Employees are expected to report daily to work before and after jury service or attendance as a witness, whenever feasible. This should be discussed and cleared with the department head or supervisor.

This policy does not apply to employees who appear in court on their own behalf or when they are being compensated as expert witnesses.

### ***354.3 — RESPONSIBILITY***

#### ***354.3.1 — Employees***

Employees are responsible for cooperating with their department head or supervisor to arrange their jury service, within the limits posed by local jurisdictions, so it causes the least negative impact on their department. Employees are also responsible for reporting to work on any day they are excused from jury duty or on any day they are released early. Employees are also responsible to complete the Leave and Compensation Time Request Form and give it to their immediate department head or supervisor prior to their jury service.