



Personnel Policies and Procedures

Civic and Funeral Leave

Effective Date: July 1, 2009

Board Approval: June 9, 2009

1. Purpose

To outline the Tooele Applied Technology College (TATC) policy on leave for jury and witness service, legislative service, and funerals and civic programs.

2. References

2.1. Board of Regents Policy R-821, 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 Accounting Supervisor, 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 policy 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 TATC may become a candidate for elective office as a representative or senator in the Utah State Legislature without resigning 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 legislative body of which the employee is a member.

3.2.2. In lieu of leave without pay under paragraph 2.2.1. 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

Full-time, salaried employees will be allowed time off with pay up to three days to make arrangements for and to attend the funeral of an immediate family member. Where the time needed to accomplish normal arrangements for and to attend the funeral is less than three days, it is expected that employees will take only the amount of time that is required.

3.3.3. For purposes of this section, "immediate family member" is defined as father, mother, husband, wife, son, daughter, brother, sister, grandparent, grandchild, and in-laws and step-relatives in these categories.