



UNIVERSITY OF CENTRAL OKLAHOMA

Policy ID:	ADM-EMP-16 Minor Revision7
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Title:	Court Duty
Description:	Leave to respond to a subpoena to appear in court.
Category:	Human Resources
Applies to:	staff, faculty
Contact:	Human Resources

Purpose:	To establish the procedure and type of leave used if an employee is subpoenaed to appear in court.
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Policy Statement:	An employee subpoenaed to appear in court must submit a copy of the subpoena to Human Resources. Unless the subpoena is work related, time will be charged to personal or vacation leave.
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Glossary of Terms:	
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Legal Citation:	
Campus Links:	
FAQs:	
Formerly known as:	

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