

Davis Technical College

Civic and Funeral Leave Policy

Effective Date: 1 March 2019

Board Approval: 20 November 2003

Revised Board Approval: 28 February 2013

Revised Board Approval: 22 January 2015

Revised President's Council Approval: 4 February 2019

Revised Board Approval: 28 February 2019

1. Purpose

To outline the Davis Technical College (College) policy on leave for jury and witness service, legislative service, and funeral and civic programs.

2. References

2.1. Utah Code 20A-3-103, Employee's right to time off for election

2.2. Davis Technical College Employee Definitions Policy

3. Definition

3.1. **Full-time (40 hours per week) Benefited Employee** - Employee who is employed on a full-time (40 hours per week) salaried or hourly basis, and who is expected to work for more than six consecutive months.

4. Policy

4.1. Jury and Witness Service

4.1.1. Full-time (40 hours per week) Benefited 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 Cashier, for deposit to the College accounts, any fees received in accordance with law for compelled attendance as a juror or non-expert witness.

4.1.2. 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.

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

4.2. Voting Time Off

4.2.1. Employees are encouraged to participate in election voting. Full-time (40 hours per week) Benefited Employees are permitted to take time away from work if necessary in order to vote. Time taken during the work-day must be coordinated with, and approved by the supervisor. Time taken for voting is not paid time, except when the employee does not have three or more hours between the time polls open and close during which the employee is able to vote. In situations where this occurs, the employee may be paid for up to two hours.

4.3. State Legislative Office

4.3.1. Subject to any statutory prohibitions or limitations, an employee of the College may become a candidate for elective office as a representative or senator in the Utah State Legislature without resigning from the College 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.

4.3.2. 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.

4.4. Funerals and Civic Programs

4.4.1. Full-time (40 hours per week) Benefitted Employees will be allowed Civic Leave paid 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.

4.4.2. Authorized for Immediate Family Bereavement - 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 (40 hours per week) Benefitted 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.