# Policy: HR – Witness Leave

Purpose: [Company Name] encourages all employees to accept their civic responsibilities, and as a good corporate citizen, the company is pleased to assist employees in the performance of their civic duties.

## Policy

The company provides paid leave to eligible employees who are called to appear as witnesses in a judicial proceeding related to the performance of their duties as a field provider, pursuant to a subpoena or other court order. Employees who are summoned to appear as a witness for a nonwork-related proceeding may use available paid time off (PTO).

### Eligibility:

Employees should notify the company as soon as practicable of the need for leave under this policy when they are summoned to witness duty, including providing appropriate documentation to ensure the appropriate payment of wages.

For nonwork-related appearances, employees may use accrued, unused paid time off (including vacation/paid time off) for leave taken under this policy. The notice and eligibility requirements for any such paid time off will generally apply to an employee’s request for use of paid time off under this policy.

### Procedures:

Employees requesting leave under this policy should comply with the following requirements: On receiving a witness summons, subpoena or other court order requiring appearance in a judicial proceeding as a witness, the employee should notify [his/her supervisor/Human Resources/other job title]. Employees should submit appropriate documentation, including a copy of the witness summons, subpoena or other court order [along with a completed [Company Name] Time Off Request form] as soon as practicable. An employee who is released from witness duty before the end of his or her regularly scheduled shift is expected to report to work for the remainder of the shift.

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_