

ITEM NO. 170

RE: **Time Off With Pay**

EFF: September 23, 1975

This General Letter will provide the authority for the continuation of granting time off with pay under certain circumstances not covered by statute or the recent revision of the Regulations of the Personnel Policy Board.

JURY DUTY

Upon receipt of proof of the necessity of jury service, time off with pay and without loss of earned leave time shall be granted on those days that the jury meets. If dismissed early or court is postponed, the employee will report to work immediately. If jury duty overlaps the employee's work schedule, the employee must report to work within a reasonable time.

SUBPOENA OR OTHER ORDER OF THE COURT

If an employee receives a subpoena or other order of the court requiring an appearance during regular working hours, time off with pay and without loss of earned leave time shall be granted. This does not include court attendance which is voluntary or for which no subpoena was issued; nor does it apply to the plaintiff or defendant in a legal action.

STATE EXAMINATIONS

Employees shall be allowed time off with pay and without loss of earned leave time for the purpose of taking state merit system examinations at the appropriate center, provided due notice is given to the appointing authority. Time off with pay shall also be allowed when an employee is scheduled for a job interview as a result of being certified from a merit system list to another agency, provided due notice is given to the appointing authority.

GRIEVANCES

1. Appellants or aggrieved employees will be granted time off with pay and without loss of earned leave time to appear at grievance hearings or appeal hearings.
2. Witness of the appellant or the aggrieved from the same agency will be granted time off for the purpose of testifying, if they are called to appear for the appellant. This time off provision will not cross agency lines.
3. Any employee from any agency subpoenaed by the Personnel Appeal Board for an appearance will be granted time off for the purpose of complying with the subpoena.

OTHER CONDITIONS

Other time off situations which might arise such as employee conventions, veterans' conventions, special closings due to weather or national events will be dealt with individually.