

Procedure Title:**EMPLOYMENT BENEFIT PROGRAMS****PROCEDURE NUMBER: 3-1-2****Policy Title:**

Witness Duty

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Keystone encourages employees to appear in court for witness duty when subpoenaed to do so. Keystone will not discriminate against any employee who is requested to serve as a witness.
2. If employees have been subpoenaed or otherwise requested to testify as witnesses by Keystone they will receive paid time off for the entire period of witness duty.
3. Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than Keystone. Employees are free to use any available paid leave benefit (such as vacation leave) to receive compensation for the period of this absence.
4. The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

NOTES: