



## Ohio Administrative Code Rule 3364-25-08 Jury or trial participation leave.

Effective: November 7, 2016

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### (A) Policy statement

Employees of the university of Toledo are entitled to paid jury or trial participation leave as provided for under Ohio law.

### (B) Purpose of policy

This policy is intended to provide jury or trial participation leave in accordance with Ohio law.

### (C) Procedure

(1) Employees are generally entitled to paid leave when subpoenaed to appear before any court, commission, board or other legally constituted body authorized by law to compel the attendance of witnesses. However, employees are not entitled to paid leave when the employee is a party to the action or proceeding or is subpoenaed as a result of secondary employment outside the service of the university of Toledo. An employee who is the appellant in any action before the state personnel board of review and is in active pay status at the time of a scheduled hearing before the board of review will also be granted leave with full pay for purposes of attending the hearing.

(2) An employee must notify his or her supervisor as soon as possible in writing, including a copy of the subpoena, jury duty notice, or state personnel board of review hearing order, if the employee requires leave from work to comply with the subpoena, notice, or order.

(3) To receive regular pay from the university of Toledo for jury or trial participation leave, the employee must provide evidence to his or her supervisor that the employee actually appeared for jury duty or trial participation, pursuant to the subpoena, or for the state personnel board of review hearing.



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