



**Policy and Procedures Manual
Application: Full Time Personnel
Section A2.12 Court Duty**

A 2.12 COURT DUTY

When an employee is subpoenaed to appear in court, he/she must submit a copy of the subpoena to the Employment Services Office. At that time a ruling will be made as to how the leave will be charged after consultation with the appropriate supervisor. Employees subpoenaed as a witness for the Federal Government, State of Oklahoma, or a political subdivision thereof, or in private litigation as a representative of the University, are entitled to leave with full pay. Employees subpoenaed in private litigation to testify as an individual will be required to use annual leave, compensatory time, or leave without pay.