

CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 111.02
SUBJECT: APPROVED LEAVE	INITIAL EFFECTIVE DATE: 08/21/84
TITLE: LEAVE FOR JUDICIAL OR LEGAL MATTERS	LAST REVISION DATE: 01/03/95

POLICY STATEMENT:

It is the policy of the City of Denton to grant approved leave to an employee who is required to participate in judicial or legal matters. The employee's leave may be paid or unpaid depending on the nature of the leave.

ADMINISTRATIVE DIRECTIVE:

The employee's leave will be paid in the following situations:

1. When the employee is called for jury duty.
2. When the employee is subpoenaed to testify in a court proceeding and his/her testimony relates to a matter or matters that occurred in the course and scope of his/her employment with the City.
3. When the employee is required by the City of Denton to participate in judicial or legal matters related to City business.

The employee may retain any fees he/she is paid by governmental agencies for jury duty or subpoenaed witness testimony.

An employee may be granted approved leave without pay in the following situations:

1. When the employee participates in judicial or legal matters not related to City business.
2. When the employee voluntarily initiates or participates in judicial or legal matters, including filing claims against the City.

The employee may use any accumulated vacation leave or compensatory time when requesting leave without pay. See Policy #111.08 (Personal Leave Without Pay).