

Warren-Newport Public Library District **Staff Manual**

312 Witness Duty

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The Warren-Newport Public Library District (WNPLD) encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by the Warren-Newport Public Library District, they will receive paid time off for the entire period of witness duty.

Employees will be granted a maximum of one week of normal weekly hours of paid time off to appear in court as a witness at the request of a party other than the WNPLD. Employees will be paid at their base rate and are free to use any remaining paid leave benefits (such as vacation leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid.

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.