



## POLICY RESOURCES

Human resources services are provided to Marshall University Research Corporation by  
Marshall University Human Resource Services  
207 Old Main, One John Marshall Drive, Huntington, West Virginia 25755  
Phone 304.696.6455, FAX 304.696.6844  
E-mail [human-resources@marshall.edu](mailto:human-resources@marshall.edu), Web <http://www.marshall.edu/human-resources>

Applies to:	<b>Marshall University Research Corporation (MURC)</b>
Title:	<b>Benefits – Witness Duty</b>
Number:	<b>36</b>
Effective Date:	<b>10/01/06</b>
Last Revision Date:	

Marshall University Research Corporation (MURC) allows 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 MURC, they will receive paid time off for the entire period of witness duty. Employees can be granted up to a maximum of 15 hours of paid time off to appear in court as a witness at the request of a party other than MURC (in situations other than those set forth below). Any exceptions to this are evaluated on a case by case review. Employees will be paid at their base rate for leave up to the policy limits for duration of witness duty. Employees may use accrued annual 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.

Pay for time absent on witness duty (except through the taking of accrued annual leave) is not provided in circumstances where the MURC employee appears as a witness in a lawsuit in which he/she is the plaintiff or one of the plaintiffs; the defendant or one of the defendants in a civil lawsuit not related to individual's employment at MURC; has a personal financial stake in the outcome of the suit; or in cases where there is not a compelling reason or need for the employee to be summoned to court.

HUMAN RESOURCE SERVICES POLICIES AND PROCEDURES PROVIDED FOR MARSHALL UNIVERSITY RESEARCH CORPORATION (MURC) APPEAR ON THE MURC WEB SITE. TO NAVIGATE TO THE HUMAN RESOURCES POLICIES AND PROCEDURES, PLEASE CLICK **HUMAN RESOURCES** ON THE MURC HOME PAGE AT <http://www.marshall.edu/murc/>. MARSHALL UNIVERSITY HUMAN RESOURCE SERVICES PROVIDES HUMAN RESOURCES SUPPORT TO MURC. THIS POLICY IS COPYRIGHTED BY MARSHALL UNIVERSITY. FOR ANY QUESTIONS ON THIS POLICY, PLEASE CONTACT HUMAN RESOURCE SERVICES AT THE ADDRESS AT THE TOP OF THIS POLICY.

MURC-HR-36  
V050806