

	Human Resource Policy Benefits & Compensation	No. HR.BNC.10¹
	Title: WITNESS DUTY LEAVE	Page: 1 of 2
		Effective Date: 09-27-11
		Previous Versions Dated: 01-01-96; 01-01-93
		Corporate Review Dated: 06-26-19

I. SCOPE:

This policy applies to (1) Tenet Healthcare Corporation and its wholly-owned subsidiaries and affiliates (each, an “Affiliate”); (2) any other entity or organization in which Tenet Healthcare Corporation or an Affiliate owns a direct or indirect equity interest greater than 50%; and (3) any hospital or healthcare facility in which Tenet Healthcare Corporation or an Affiliate either manages or controls the day-to-day operations of the facility (each, a “Tenet Facility”) (collectively, “Tenet”).

II. PURPOSE:

This purpose of this policy is to provide the appropriate guidelines regarding a leave of absence for witness duty.

III. POLICY:

An employee who is required by law to appear in court as a witness may take unpaid time off for such purpose provided the employee gives the facility reasonable advance notice. Employees who appear as witnesses on behalf of Tenet will receive their regular pay during such time.

IV. PROCEDURE:

A. Human Resources

1. Assist employees seeking a Leave of Absence.
2. Provide guidance and support to supervisors in administration of this policy.
3. Process the Personnel Change Notice (PCN) or equivalent and file in employee’s personnel file.
4. Administer the leave in accordance with the guidelines established for witness duty.
5. Process a PCN or equivalent when the employee returns from leave or, if failing to return, is terminated from employment by the facility.

B. Supervisors

1. Review and approve the leave of absence after consultation with Human Resources.

¹Prior to June 3, 2013, the policy number was HR-706.

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C. Employees

1. Make a request for Witness duty leave in writing prior to the date of service and provide the request to your supervisor together with evidence that service on a witness is required.
2. Comply with all terms and conditions of any leave granted.

D. Responsible Person

3. The Tenet Facility Human Resources Leader is responsible for ensuring that all personnel adhere to the requirements of this policy, that these procedures are implemented and followed at the Facility, and that instances of noncompliance with this policy are reported to the Tenet HR Operations for review and resolution by the Vice President, HR Operations.

E. Auditing and Monitoring

Audit Services will audit adherence to this policy in its full scope audits.

F. Enforcement

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate performance management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards, as allowed by applicable law.