



### **MINOR CHILD COURT APPEARANCE LEAVE**

Employees who are the parent, guardian or legal custodian of a minor child or ward who must appear in court will be allowed leave for the purpose of appearing in court with the child.

Employees seeking leave under this policy must request leave at least seven days in advance of the need for leave. However, if an employee does not receive notice of the hearing seven or more days in advance, then the employee must request leave within 24 hours of receiving notice of the hearing.

Leave under this policy will be unpaid except that exempt employees may be paid as required by applicable law.

**These policies supersede and revoke any and all past policies and practices, oral and written representations, or statements regarding terms and conditions of employment concerning the subject matter covered herein. PacifiCorp reserves the right to add to, delete, change or revoke these policies at any time, with or without notice. These policies do not create a contract between PacifiCorp and any employee, nor do they create any entitlement to employment or any benefit provided by PacifiCorp to its employees.**

**CAUTION: This document may be out of date if printed.**