

## COURT APPEARANCE LEAVE

Employees of the school division who are called for jury duty or subpoenaed to appear in court in school-related cases may do so without loss of pay or leave time. In non-school related cases, employees who are subpoenaed as a witness, not as a plaintiff in a civil action, or as a defendant in a criminal case, will not lose pay or leave. All requests for Court Appearance Leave will be submitted in advance in writing to the employee's supervisor.

### A. Payment for Service

Employees must report to the school division whether or not any compensation was received by the employee for serving on jury duty or as a paid witness. In the event an employee receives compensation for jury duty or as a witness fee, the amount of compensation received by the employee will be paid to the school division by the employee, or an equal amount will be deducted from the employee's salary, or one day of personal leave will be deducted from the employee's leave balance for each day the employee is absent.

### B. Unauthorized Use

An employee who uses leave in an unauthorized manner that is inconsistent with School Board policies and regulations may be subject to disciplinary action including loss of pay, reprimand, termination of employment, or other action deemed appropriate by the Superintendent or his designee.

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Adopted: March 19, 2018