



Book	Policy Manual
Section	1000 Administration
Title	JURY/WITNESS DUTY LEAVE
Code	po1430.09
Status	Active
Legal	F.S. 1012.23
Adopted	March 21, 2017

#### **1430.09 - JURY/WITNESS DUTY LEAVE**

##### Jury Duty Leave

An administrator summoned to serve on a jury shall be granted temporary leave with pay for all hours required for the duty up to his or her normal workday hours.

Any jury fees received shall be remitted to the District.

However, if jury duty does not require absence for the entire workday, an administrator is expected to return to work immediately upon release by the court.

The School Board shall not reimburse the administrator for meals, lodging, and travel expenses incurred while serving as a juror.

##### Witness Duty Leave

An administrator who is subpoenaed as a witness may be granted temporary leave with pay for all hours required for the duty, up to his/her normal workday hours, provided the subpoena is not related to personal litigation in which the administrator is a party.

The School Board shall not reimburse administrators for meals, lodging, and travel expenses incurred while serving as a witness.

When an administrator is subpoenaed or called as a witness by the School Board at a deposition, hearing, trial or other civil proceeding, s/he may be granted temporary leave with pay for all hours required for the duty.

Any witness fees received shall be remitted to the District.

##### Jury/Witness Duty Leave: Length of Leave and Fees

In the event no fees are received from the court, s/he may be paid per diem and for travel expenses pursuant to Policy 6550, Travel Expense Reimbursement.

Jury/Witness duty leave will be granted for a maximum of fifteen (15) days, unless additional leave is recommended by the Superintendent and approved by the School Board.

##### Personal Litigation

In no case shall temporary leave with pay be granted for court attendance when an administrator is engaged in his/her own personal litigation. In such cases, an administrator may request vacation or personal leave.

© Neola 2014