



Book	Policy Manual
Section	4000 Support Staff
Title	JURY/WITNESS DUTY LEAVE
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4430.09 - JURY/WITNESS DUTY LEAVE

Jury Duty Leave

A support staff member summoned to serve on a jury shall be granted temporary leave with pay for all hours required for the duty up to his/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, a support staff member is expected to return to work immediately upon release by the court.

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

Witness Duty Leave

A support staff member 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 support staff member is a party.

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

When a support staff member 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 a support staff member is engaged in his/her own personal litigation. In such cases, support staff members may request vacation or personal leave.

Bargaining unit members should refer to the collective bargaining agreement for more information pertaining to jury/witness leave. In the event of any irreconcilable conflict between the terms of the collective bargaining agreement and this policy, the terms of the collective bargaining agreement shall control.

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