

## **COURT WITNESS AND JURY DUTY LEAVE**

When a school district employee is subpoenaed to testify in court in a case in which he/she is not a party (unless the case is related to his/her position in School District Number One), or is summoned to be on jury duty, he/she will be granted leave when such subpoena is verified. During any such absence, such employee shall be entitled to receive his/her regular salary and all fringe benefits he/she would normally receive, **or** collect his/her pay or fees received for the court appearance or service.

In the event he/she elects to receive district pay, he/she shall collect his/her pay from the subpoena or jury duty, excluding reimbursement for travel expenses, and endorse such check over to the school district for use in paying his/her substitute.

Adopted 1/22/96  
Revised 2/13/96