

## **Staff Legal Leave**

All employees of the school district shall be excused for jury duty or when ordered to appear in a proceeding pursuant to subpoena or other court order with no jeopardy to their employment, compensation, annual leave or other leave. Legal leave includes appearing in court as a witness, serving on jury duty or other court appearances not initiated by the employee or by his or her conduct.

When necessary, substitutes shall be obtained for employees in the usual manner and shall be paid by the district.

Employees shall notify the immediate supervisor or principal and the director of personnel regarding the need for legal leave as soon as possible prior to the date of the leave.

Legal leaves of absence shall be granted with pay up to the amount of the difference between the employee's regular earnings and any amount received for jury or witness fees, not including reimbursement for transportation expenses.

An individual called for jury duty may receive regular pay during the period of absence by submitting the jury duty pay to the district, less expenses. The employee also may keep the jury duty pay and forfeit the regular pay during the period of absence. When a person is called to jury duty, he or she shall notify the assistant superintendent for business and auxiliary services immediately regarding which of these options has been chosen.

The superintendent may request that an employee be excused from jury duty service or request that the service be delayed provided the special nature of the employee's qualifications would make it difficult to secure an adequate substitute or if the timing of the proposed jury service poses a threat to the welfare of the school or the students concerned.

Adopted: October 28, 1986

Revised: June 30, 1987

Revised: May 26, 1992

Revised and recoded: October 26, 2011

LEGAL REFS.: C.R.S. 13-71-119  
C.R.S. 13-71-126  
C.R.S. 13-71-129  
C.R.S. 13-71-132 through 13-71-134