

PERSONNEL – Series 4000

4400 THE MERIT SYSTEM

4460 IN-SERVICE STATUS AND TRANSACTIONS

4464 LEAVES OF ABSENCE

**4464.6 Jury Duty and Witness Leave**

- A. Leave of absence for jury service shall be granted to any probationary and permanent classified employee, who has been officially summoned to jury duty in a local, state or federal court. Leave shall be granted for the period of the jury service. The employee shall receive full pay while on leave provided that the jury service fee for such is assigned to and the subpoena or court certification is filed with the employer. Request for jury service leave should be made by presenting the official court summons of jury service to the employee's immediate supervisor.
- B. Leave of absence to serve as witness in a court case shall be granted to an employee when he/she has been served a subpoena to appear as a witness other than as the litigant or to respond to an official order from another governmental jurisdiction for reasons not brought about through the misconduct of the employee. The length of the leave granted shall be for the number of days in attendance in court as certified by the clerk or other authorized officer of the court. The employee shall receive full pay during the leave period, provided that any witness fee is assigned to and the subpoena or court certification is filed with the employer. Request for leave of absence to serve as a witness should be made by presenting the official court summons to the employee's immediate supervisor.
- C. The jury service and witness fees assigned to the Santa Barbara County Education Office shall not include reimbursement for transportation expenses.
- D. An employee who has received leave of absence under this Rule shall make himself/herself available for work at regular scheduled working hours when his/her presence is not required in court.

Reference:

Education Code Section 44036 and 44037

Approved:	Dec. 1, 1975
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