

## **LEGAL SERVICE ABSENCES FOR PERSONNEL**

### Jury Service

Personnel may be excused without loss of pay for jury service. To be eligible for jury service leave with pay, personnel must present the jury summons to their immediate supervisor as far in advance of the leave date as possible in order to secure appropriate substitutes.

### Court Appearances

Personnel may be excused without loss of pay for serving as a witness (not as a plaintiff) under a subpoena in a court of law on court cases directly related to work in the School System. To be eligible for court appearance leave with pay, personnel must present the subpoena to their immediate supervisor as far in advance of the leave date as possible in order to secure appropriate substitutes.

### Disposition of Applicable Court Fees

Personnel are not required to return to the School System the fee paid to them for jury or court service; however, a court attendance form must be provided to verify court attendance.

### Return to Work

When School System personnel are released from jury service and/or court appearances, they are to report promptly (same day if possible) to their employment positions.

SOURCE: Athens City Board of Education, Athens, AL

ADOPTED: August 15, 1994; REVISED: June 5, 2008

LEGAL REF: Legislative Act, 1977 No. 759; Attorney General's Op., Jun. 8, 1971, Aug. 10, 1971, Feb. 23, 1979.