

2
3 **PERSONNEL**

5324

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5 Civic Duty Leave

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7 Jury Duty

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9 When an employee is summoned for jury duty, the Superintendent or designee may request that
10 the Court excuse the employee from jury duty if the employee's presence at work is necessary
11 for the proper operation of the District. If the employee is not excused or no request is made to
12 excuse the employee, a leave of absence for jury duty will be granted. The employee may elect to
13 take jury duty leave and receive regular salary or take vacation or personal business leave during
14 jury duty time. An employee who elects not to take vacation or personal business leave, however,
15 must remit to the District all juror fees and allowances (except for expenses and mileage).
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17 Witness Subpoena

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19 When an employee is subpoenaed to serve as a witness, the employee may elect to take witness
20 duty leave and receive regular salary or take vacation or personal business leave during witness
21 duty time. An employee who elects not to take vacation or personal leave, however, must remit
22 to the District all witness fees and allowances (except for expenses and mileage).
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24 Public Office

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26 If an employee is elected or appointed to a city, county, or state public office, the District shall
27 grant to the employee a leave of absence while the employee is performing public service, not to
28 exceed one-hundred eighty (180) days per year. An employee granted a leave of absence shall
29 make arrangements to return to work within ten (10) days following completion of the service
30 for which the leave was granted. If the District employs ten (10) or more persons, the employee
31 will be restored to their position with the same seniority, status, compensation, hours, locality,
32 and benefits as existed immediately prior to the leave of absence.
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34 During the leave of absence, the employee cannot be required to perform work or to use leave or
35 benefits without the consent of the employee. If the District provides health care benefits to the
36 employee, the District shall continue offering the employee health care benefits with the same
37 covered benefits and covered persons during the leave of absence.
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39 Cross Reference:

40 Policy 5321 Leaves of Absence

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42 Policy History

43 Adopted on: August 3, 2026