

# Regulation 0403.60-AR-03 Leave of Absence with Pay

## JURY DUTY

Personnel summoned to serve on a jury are allowed their regular compensation. Personnel released early from jury duty during the workday shall report back to work. An employee subpoenaed to appear in court as a witness because of their school position or summoned as a witness in a criminal trial are allowed their regular compensation.

Personnel subpoenaed to appear in court in a matter unrelated to their school position, or who is appearing in court in a matter initiated by the employee, may be accommodated through the use of Personal Leave, Vacation Leave, or Leave Without Pay by prior approval of the Board.

Documentation verifying jury duty or the subpoena is to be submitted to the Human Resources Department.

## ADOPTION LEAVE

Personnel may be granted paid Adoption Leave with prior approval of the Board. The Human Resource's Leave Specialist will determine the number of leave days allowed, depending on circumstances of the adoption case, up to a maximum of ten (10) working days. Adoption Leave may be taken intermittently within the maximum time period of one calendar year starting from the first day Adoption Leave is taken.

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