

## JURY DUTY OR SUBPOENAS

The Board shall grant a leave of absence to any regularly employed person of the school system who has been called to serve jury duty or subpoenaed to serve as a witness in a court proceeding, including depositions, on school business. Such leave shall be granted for the period of time required to serve such jury duty without loss of sick, emergency, or personal leave or any other benefit. Anyone dismissed before noon shall report back to their duty assignment. Jury duty shall not be deemed to interrupt service accumulated toward sabbatical leave.

Said employee shall be responsible for submitting verification of call or subpoena for jury duty and reporting any compensation received as juror to the Superintendent or designee to be eligible to receive leave for jury duty. Any employee abusing said leave shall be subject to disciplinary action.

Teachers authorized to serve jury duty must leave lesson plans for the substitutes with their principal.

## ELECTION COMMISSIONERS

An employee appointed to serve as an election commissioner or clerk may be granted a leave of absence for the purpose under the following conditions:

1. The employee shall notify the Superintendent within five (5) days following the publication of the official list of commissioners and clerks and request that a leave of absence be granted to him/her.
2. If the leave of absence is granted, it is understood that the employee will be docked unless annual leave or personal business days are used.

Revised: August 2004

Ref: La. Rev. Stat. Ann. §17:1210; Board minutes, 2-18-75, 10-12-76, 8-3-04.