

## **GBCC – COURT LEAVE**

An employee is entitled to paid time off without charge to leave for service as a juror or witness as defined below. An employee is responsible for informing his or her supervisor if he or she is excused from jury or witness service for 1 day or more or for a substantial part of a day. To avoid undue hardship, the District may adjust the schedule of an employee who works nights or weekends and is called to jury duty.

**JURY DUTY** – An employee who is summoned to serve as a juror in a judicial proceeding is entitled to court leave.

**WITNESSES** – An employee who is summoned as a witness in a judicial proceeding in which the Federal, State, or School District is a party is entitled to court leave.

**OTHER** – The School District only permits court leave for those purposes defined above. An employee involved in judicial proceedings for personal reasons must receive prior approval from the School Principal or Superintendent. The employee will only be paid as outlined in the employment contract or collective bargaining agreement.

**FEES/EXPENSES** – Employees must reimburse to the School District fees paid for service as a juror or witness. However, monies paid to jurors or witnesses which are in the nature of “expenses” (for example transportation) do not have to be reimbursed to the School District.

### Statutory/Regulatory/Policy/Handbook Cross References

Handbook (Referenced in Personnel Handbooks)

APPROVED: July 20, 2006