

# **G-34 LEGAL SERVICE ABSENCES**

## **Jury Service**

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

## **Court Appearances**

Personnel may be excused without loss of pay for serving as a witness (not as a plaintiff or defendant) under a subpoena in a court of law. 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 that the appropriate substitutes may be secured.

## **Disposition of Applicable Court Fees**

Personnel are not required to return to the school district 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 district personnel are released from jury service and/or court appearances, they are to report promptly (same day if possible) to their employment positions.

**ADOPTED: May 11, 2004**

**LEGAL REF: Code of Alabama 16-1-18.1; Attorney General's Opinions: June 8, 1971; August 10, 1971; February 23, 1979**