

EUREKA COUNTY SCHOOL DISTRICT

CIVIL LEAVE FOR JUROR OR WITNESS SERVICE - CLASSIFIED

The District believes that the regular attendance of employees is vital to the success of the District's educational program. Accordingly, employees are expected to report to work every day. However, the District does recognize that certain absences may be unavoidable. Therefore, full-time, year-round classified employees not covered by collective bargaining agreements are eligible for Civil Leave for juror or witness service.

**I. DEFINITION**

A civil leave of absence is leave granted with full pay to an employee who is called to serve on a jury or to an employee subpoenaed as a witness in a civil or criminal action.

School district personnel may be exempt from jury duty during the school year. The request for exemption must be made to the office of the agency selecting the employee for jury duty.

**II. COMPENSATION**

An employee granted a civil leave shall receive full salary and benefits during his/her absence but the employee must surrender any fees received for jury duty or witness service to the District, except expenses for food, lodging and travel.

**III. REQUEST PROCEDURE**

Application for civil leave shall be made in advance to the employee's immediate supervisor and submitted to the Superintendent with a copy of the subpoena or notice to report for jury duty.