

**PARK COUNTY SCHOOL DISTRICT #  
BOARD OF EDUCATION POLICY**

**CODE: GCCABB: PM**

**JURY DUTY/SUBPOENA LEAVE: CERTIFIED**

Jury Duty -- Leaves of absence, with full pay, are allowed for jury duty. District employees may not receive compensation from the District and for jury duty at the same time. Should an employee wish to accept District pay while serving on jury duty, compensation received by the employee for jury duty performed on contract days must be endorsed and signed over to the District through the Business Office. An employee who is dismissed from jury duty prior to 12:00 noon must report back to his/her assignment.

The Superintendent may request that an employee be excused from jury service or that the service be delayed if the special nature of the employee's qualifications or assignment would make it difficult to secure an adequate substitute or if the timing of the proposed jury service seriously disrupts the educational program of the District.

Subpoena -- Leaves of absence, with pay, shall be granted for an employee who is subpoenaed to testify in an official proceeding except as provided below:

If the proceeding involves the employee as a person being grieved against or being the grievor for a non-District issue, leave shall be considered as being either personal leave or leave without pay (divorce, criminal, IRS, etc.)

Any compensation received by the employee for subpoena purposes will be endorsed and signed over to the District through the Business Office if the employee is paid by the District.

Adopted: 12/16/97