

## **Staff Legal/Civic Duty Leave**

All employees of the school district shall be excused for jury duty or when ordered to appear in a proceeding pursuant to subpoena or other court order with no jeopardy to their employment, compensation, annual leave or other leave.

When necessary, substitutes shall be obtained for employees in the usual manner and shall be paid for by the district.

While state law provides that the district is only responsible for paying employees their regular wages up to \$50 per day for the first three days of jury service, the district believes it should support employees to the full extent of their regular wages while on jury service. Therefore, the district shall pay employees their regular wages for all days of jury service.

The district shall not reimburse employees for expenses or mileage related to jury service. The employee may keep any reimbursement for expenses or mileage received from the state and continue to receive the full extent of his or her regular wages while on jury service.

The superintendent shall request that an employee be excused from jury duty service or the service delayed provided the special nature of the employee's qualifications would make it difficult to secure an adequate substitute or if the timing of the proposed jury service affords a threat to the welfare of the school or the students concerned.

Adopted: February 27, 2008  
Revised: November 11, 2015

LEGAL REFS.: C.R.S. 13-71-119  
C.R.S. 13-71-126  
C.R.S. 13-71-129  
C.R.S. 13-71-132 through 13-71-134

CONTRACT REFS.: SVVEA Agreement,  
Classified Handbook  
APT Handbook