

## **Garden Valley School District No. 71**

### **PERSONNEL**

**5413**

#### Witness for Court Appearance Leave

Garden Valley School District employees who are subpoenaed into court as a witness on school district's business will be allowed leave for required court appearances. Employees are expected to use only that portion of the work day required for their appearance as a witness. Employees are required to receive prior approval of the superintendent and their immediate supervisor (maintenance, school lunch, bus supervisor and principals). The employee will be granted leave to be a witness with pay provided the person submits a copy of the subpoena to the district office as soon as possible.

Court appearance for personal matters must either be accommodated under the "Personal Leave Policy" or will result in the loss one day's pay for each day's absence.

#### Policy History:

Adopted on: 2-13-2012

Revised on: