



Provo City School District
Policy Series 5000: Personnel

5400 P9

Employee Leaves: Required Court Appearance or Jury Duty

The District may grant paid leave to a staff member for the day(s) he/she is required to serve on a jury or has been subpoenaed as a witness in court or other legal proceedings; a leave with pay shall not be granted for a case in which the staff member has a direct or indirect interest in the proceedings.

Contracted employees granted this leave will be released from their duties without loss of pay and will be required to pay the District the amount of any remuneration they receive from the court, except travel expense allocations.

Hourly employees granted this leave will retain all payments made by the court. Hourly employees will not earn an hourly wage from the district while away on this leave.

The staff member is to immediately inform his/her supervisor and report to work if he/she is released from jury duty or as a witness during the workday.

Adopted: November 2, 2015