

Administrative Regulation

Classified Employees, Special Leaves for

A. Jury Duty

Leave of absence for jury service shall be granted to any classified employees who have been officially summoned to jury duty in local, state, or federal court. Leave shall be granted for the period of the jury service. The employee shall receive full pay while on leave provided that the jury service fee for such leave, with the exception of travel allowances, is assigned to, and the subpoena or court certification is filed with, the school district. Request for jury service leave should be made by presenting the official court summons to jury service to the Office of Personnel Services.

B. Witness in a Court Case

Leave of absence to serve as a witness in a court case shall be granted an employee when he has been served a subpoena to appear as a witness, not as the litigant, in the case. The length of the leave granted shall be for the number of days in attendance in court as certified by the clerk or other authorized officer of the court. The employee shall receive full pay during the leave period, provided that the witness fee for such leave, with the exception of travel allowance, is assigned to, and that the subpoena or court certification is filed with, the school district. Request for leave of absence to serve as a witness should be made by presenting the official court summons to the Office of Personnel Services.

An employee who has received leave of absence under this rule shall make himself/herself available for work during hours when his/her presence is not required in court.

C. Absence for Examination

Every employee in the classified service shall be permitted to be absent from his/her duties during working hours in order to take any examination for which he/she is qualified in the district without deduction of pay or other penalty, provided the immediate supervisor is given prior notice.

D. Religious Observance

Regular classified employees may be excused from duty without pay for two days per year for religious observance.

The subject of this regulation is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the school district and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this regulation as they apply to employees in that unit.

(Page 2 of 2)

Ref: EC Sections 44036, 44037, 45190, 45198, 45261

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