

Instructional Staff Personal/Emergency/Legal/Religious Leave

Leaves will be granted as necessary to enable employees to perform civic duties. This shall not include those absences made necessary as a result of an employee appearing as a defendant in court. Required court appearances will be full pay for all non-self actuated cases. This will include such things as subpoenas, jury duty, etc.

Instances where the employee is called to account for and convicted of traffic violations, misconduct, or criminal actions will result in forfeiture of pay or use of personal leave time. The building principal shall be the determining authority in all such cases.

Adopted: 11/22/77

Revised to conform with practice: date of manual adoption

Reviewed by Board of Education: 03/10/16