

PERSONNEL LEGAL LEAVE

Employees of the school division who are called for jury panels shall make every reasonable effort to render such duty to the courts. The Waynesboro School Board supports its employees in fulfilling this civic duty.

JURY DUTY

Employees called for jury duty may be absent from work without loss of pay, subject to verification of actual day is to be served by the clerk of the court.

COURT APPEARANCES

Employees subpoenaed or summoned to appear in court for job-related legal transactions may be absent without loss of pay. The Assistant Superintendent shall have approval authority to grant such leave for employees attending to job-related legal transactions. In order to be paid under these circumstances, a copy of the subpoena or summons shall be submitted with the written request for leave.

If summoned to appear in a court case for personal legal transactions, employees must use personal leave or annual leave, or be placed on leave without pay status, except if subpoenaed or summoned to appear in court as a witness for a criminal case, in which the employee has no other involvement in the legal proceedings.

Adopted: February 14, 1995

Revised: January 9, 2018

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78, 22.1-295.

Cross Refs: GCBF Staff Leaves and Absences