

LEGAL LEAVE

Leave for Jury Duty

1. Personnel called for jury duty will be granted civil leave and will not be charged personal leave.
2. The employee must furnish the payroll department with a copy of the summons for jury service.
3. Personnel required to serve on any jury shall submit their jury pay, excluding mileage reimbursement to the Board of Education Office. This policy eliminates the possibility of "double dipping," since the employee shall receive his/her regular daily rate of pay while on civil leave for jury duty.

Leave for Answering Witness Subpoenas (Criminal Proceedings)

1. Personnel subpoenaed to appear as a witness, but not as a defendant, in any criminal proceeding in any court of law will be granted civil leave, and will not be charged personal leave.
2. Personnel subpoenaed as witnesses under the above conditions will receive the equivalent of their daily rate of pay they are receiving as employees. The Board will pay the difference between the employee's regular pay and witness fee, if any.
3. The employee must furnish the payroll department a copy of the subpoena and other relevant documents per any fees received for serving as a witness.

Leave for Assault/Battery or Witness Thereof

Any employee who is assaulted or battered in the performance of his/her job responsibilities, and any fellow employees who are witnesses, will be granted civil leave to appear in court relative to the charges filed, without loss of pay or without taking personal leave.

REFERENCE: West Virginia State Code 18A-5-3 and 18A-5-3a

DATE: 10/2/17, 2/18/13, 11/20/07, 9/7/04 (Approved), 4/5/04 (Revision), 3/4/96