

SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: ABSENCES DUE TO LEGAL
OBLIGATIONS

ADOPTED: November 17, 1964

REVISED: June 14, 2010

Formerly policy 4151.5

342. ABSENCES DUE TO LEGAL OBLIGATIONS

Absences caused by subpoena or other legal obligation will be administratively treated in the following manner:

1. **Jury Duty:** The Board believes that all employees should fulfill their obligation to serve as jurors when selected if possible. In case of an employee's absence from duty in response to a jury summons, it is the Board's intention to ensure that such duty when occurring during the staff member's regular working hours has no effect on a staff member's employment or compensation. It is also the Board's intention that no staff member shall be compensated for time spent away from his/her regular duties such that the total of the compensation from the court entity involved and the total of the compensation from the District would exceed 100% of the employee's usual and customary straight time compensation from the District if duty as a juror had not been undertaken.

In order to receive correct and complete compensation for time periods that include such jury duty, the employee shall submit to the District any per diem amount received from the court entity as compensation for jury duty (not including mileage allowances) or submit a statement of such payment from the court entity (not including mileage allowances) to the District so that usual and customary compensation may be reduced by that amount. Failure to submit the per diem amount or failure to submit a statement of detailed proof of payment from the court entity to the District may result in a delay in compensation or an overpayment that must later be corrected.

2. Subpoenas as a witness, or plaintiff / defendant appearance for a non-work-related case in a court may result in an excused absence which shall not be compensated by the District unless paid time off is requested (personal days, etc.).
3. Court appearances on behalf of the District shall result in no reduction or increase in usual and customary straight time compensation to the staff member appearing.

Appearances in court on behalf of the District during days on which the staff member has scheduled paid time off will result in a rescheduling of the paid time off as approved by the District.

4. Notification of all court appearance requirements should be made to the appropriate supervision at the earliest possible time.