



Book	KCKPS Board Policies
Section	G Personnel
Title	Legal Leave
Code	GARIF
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### **GARIF Legal Leave**

Eligible district employees are entitled to time off from work as required by law which shall be designated as Legal Leave. Legal Leave includes but is not limited to employees who are summoned to jury duty or subpoenaed to testify in a legal or administrative proceeding. Legal Leave does **not** include participation by an employee in personal civil or criminal legal or administrative proceedings unless time off from work is required from the employer by law. Employees who need to take Legal Leave should notify his/her immediate supervisor at least three (3) days in advance of the absence and shall provide any documents which support the Leave such as a summons or subpoena to Human Resources.

### **Jury Duty**

An employee who is required to perform services as a juror shall be paid full salary for the period of such services provided that:

- The employee notifies his/her immediate supervisor at least three (3) days in advance of the absence that a jury summons has been received and provides a copy of the jury summons to Human Resources.
- The employee submits reimbursement for court per diem, along with proof of the court payment amount, to the Business Office within sixty (60) days of the date of jury service.
- The employee presents to the Board within sixty (60) days the endorsed (uncashed) check issued by the court for the number of days of such service.
- The proceeds of the court payment shall be retained by the District.

### **Legal Proceedings and/or Subpoenas**

An employee served with a summons or subpoena that requires him/her to spend time away from the job for the purpose of testifying in either a deposition, a court of law, or before an administrative body shall notify his/her immediate supervisor as soon as possible after being served.

If the summons or subpoena relates to the employee's job duties or assignment with the District, the employee shall be paid full salary and reimbursed for expenses for the period of such services provided that:

- The employee notifies his/her immediate supervisor at least three (3) days in advance of the absence that a summons or subpoena has been received and provides a copy of the summons or subpoena to Human Resources.
- The employee presents to the Board within sixty (60) days the endorsed (uncashed) check issued for any witness fee for such service.
- The employee submits reimbursement for per diem and mileage, along with proof of any witness payment amount, to the Business Office within sixty (60) days of the date of service. (see GAN)
- The proceeds of the witness fee, per diem or mileage shall be retained by the District.

Should an employee be required to spend time away from the job in response to a summons or subpoena for the purpose of testifying in a matter relating to reasons other than the employee's job duties or assignment with the District, the employee may apply to use any paid leave available to the employee as Personal Leave or Emergency Leave in accordance with Policy GARH. If no paid leave is available to employee, such leave will be without pay.

### **Voting**

Any employee who is registered to vote may leave work for a period of up to two (2) hours to vote during an election conducted by the county election officer on the day of such election. If the polls are open before or after the employee's work shift, however, the employee may only take such time off that, when added to the amount of time before or after work that the polls are open, does not exceed two (2) hours. District can specify the particular time when the employee may be absent as long as that time is not during a regular lunch break. Time off for voting will be considered paid time off.

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[Policy Review - GARIF - Legal Leave.pdf \(27 KB\)](#)