

## NONPROFESSIONAL PERSONNEL EMERGENCY AND LEGAL LEAVE

### I. LEAVE FOR JURY DUTY

1. Personnel called for jury duty will be granted civil leave and will not be charged sick leave or annual leave.
2. Personnel called for jury service are guaranteed that they will receive at least the equivalent of whatever daily rate of pay they are receiving as employees of the Lafayette Parish School Board. The Board will pay the difference of the pay for jury service and their regular pay.
3. The employee must furnish the Human Resources Division with a copy of the summons for jury service.

### II. LEAVE WHEN SUBPOENAED AS WITNESS

1. Personnel who are involuntarily subpoenaed to be a witness or if the subpoena is not the result of their personal action or cause, shall be granted civil leave and will not be charged sick or annual leave. The employee shall receive the equivalent of whatever daily rate of pay he/she is receiving. The Board will pay the difference between the pay as a witness and the regular daily pay.
2. The pay of an employee subpoenaed for reasons resulting from personal affairs or volunteering as a witness shall be deducted as prescribed by State or Parish Board Policy.
3. The employee must furnish the Human Resources Division with a copy of the subpoena.

Adopted: 02/19/75

Revised: 09/15/99

*NOTE: For school-year personnel, other forms of emergency leave are covered in under Policy File: GCRG. For 12-month personnel, they are covered by annual leave under Policy File: GCRH.*