

JURY DUTY OR SUBPOENAS

The Caddo Parish School Board shall grant a leave of absence with no reduction in pay to any regularly employed person of the school system who has been called to serve on a federal, state, or district petit, grand or trial jury, or subpoenaed to serve as a witness in a court proceeding, including depositions, on School Board business. Such leave shall be granted for the period of time required to serve such jury duty without loss of sick, emergency, or personal leave. Jury duty shall not be deemed to interrupt service accumulated toward sabbatical leave.

Employees shall be required to return to work sites immediately upon release by the courts.

All legal matters requiring an employee's presence (i.e. deposition, hearing, etc.) not in connection with the employee's official duties shall be charged against the employee's sick leave, personal leave and/or annual leave (if applicable).

Said employee shall be responsible for submitting verification of call or subpoena for jury duty to the Superintendent or his/her designee to be eligible to receive leave for jury duty. Any employee abusing said leave shall be subject to disciplinary action.

Teachers authorized to serve jury duty must leave lesson plans for the substitutes with their principal.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 17:1210; Board minutes, 1-21-81, 3-5-86, 5-22-02, 2-21-17.