

Hermiston School District 8R

Code: **G CBD/GDBD**
Adopted: 7/1/92
Readopted: 7/6/04, 5/3/05, 3/06/07
Orig. Code(s): G CBD/GDBD

Leaves of Absence

Jury Duty

The courts do not excuse employees from jury duty. The district will pay for the substitute necessary while an employee is serving on a jury.

The employee serving on jury will receive his/her regular pay but shall reimburse the district his/her jury duty fees minus paid travel costs and must have the Certification of Attendance form signed by the court and attached to the District Leave Request form.

Subpoena

Employees subpoenaed to court for personal reasons or reasons not connected with their position in the district will be granted leave without pay for the time involved.

Appeals

An employee in court as defendant in a criminal or civil matter may take a leave of absence without pay. An employee found nonculpable may appeal to the Superintendent for pay lost during required court appearances.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)
[ORS 342.545](#)
[ORS 342.610](#)

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).
Family and Medical Leave Act of 1993, 29 U.S.C. Sections 2601-2654; 29 CFR Part 825 (2000).

Cross Reference(s):

ACA - Americans with Disabilities Act