

## West Bonner County School District

### PERSONNEL

5413

#### Witness for Court Appearance Leave

West Bonner County School District employees who are subpoenaed into court as a witness will be allowed leave for required court appearances. Employees are expected to use only the portion of the work day of days required for their appearance as a witness. Employees are required to receive prior approval of the superintendent and their immediate supervisor (maintenance, school lunch, bus supervisor and principals). The employee will be granted leave to be a witness for court appearance with pay providing the person submits a copy of the subpoena to the district office as soon as possible.

All payments received for a subpoenaed appearance will be returned to the West Bonner County School District.

Personal leave (or leave without pay) must be used for all court appearances that are not school related or are for personal reasons. Administrative leave will be granted when the court appearance is required by the District.

#### Policy History:

Adopted on: May 9, 2007

Revised on: