

Licensed/Administrative Staff Legal Leave

The Board of Education recognizes the importance of the jury system in a democracy and the obligation of all citizens to serve as jurors under appropriate circumstances. When a School District employee is subpoenaed to testify in court in a case in which (s)he is not a party (*unless the case is related to his/her position with the Eagle County School District*) or is summoned to serve on a jury, (s)he will be granted leave when such subpoena or summons is verified with no jeopardy to his/her employment or compensation. During any such absence, such employee shall be entitled to receive his/her regular salary and all benefits (s)he would normally receive as long as they submit a Juror Service Certificate (needs to be obtained from the Clerk of the Court) to the payroll office in addition to their leave request.

1. All fees received for each court appearance or services, up to but not in excess of the employee's rate of pay, shall be remitted to the District.
2. Requests for court witness or jury duty leave should be requested on the leave Request Form and designated as "Jury Duty". A copy of the jury summons or subpoena must accompany leave requests.
3. Substitutes, when necessary, for employees shall be obtained in the usual manner and paid by the District.
4. The Superintendent shall have the authority to request that an employee be excused from service or his/her service delayed provided the special nature of the employee's qualifications would make it difficult to secure an adequate substitute or if the timing of the proposed jury service affords a threat to the welfare of the school or the students concerned.
5. Employees who are released from jury or court witness duty prior to the end of their regular workday shall return to their work assignment.

LEGAL REF.: C.R.S. 13-71-119
C.R.S. 13-71-126
C.R.S. 13-71-129
C.R.S. 13-71-132 through 13-71-134