

Staff Civic Duty Leave

The district recognizes the importance of the jury system in a democracy and the obligation of all citizens to serve as jurors under appropriate circumstances. Leave with pay will be granted to any employee to fulfill the employee's civic duty including, but not limited to, the following:

1. Being summoned for jury duty and required to be present at the courthouse for such jury duty.
2. Being subpoenaed as a witness to appear at a legal proceeding in connection with the employee's performance of duties as an employee of the district.
3. Being subpoenaed to appear as a witness at a legal proceeding when the employee is not a litigant or party.

Civic duty leave is limited to the time necessary to discharge the employee's legal obligations to attend the trial or other judicial proceeding, and reasonable travel time to and from the place of required attendance. The employee must return to work as soon as possible following the trial or other judicial proceeding.

Any jury or witness fees received by an employee on civic duty leave must be tendered to the district. However, the employee may deduct travel and other out-of-pocket expenses actually incurred for jury duty before reimbursing the district.

Adopted: August 2000
Revised: June 2003
Revised: September 2020

LEGAL REFS.: 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

CONTRACT REFS.: LCSD/LCEA Teacher Contract – Article 10, Leaves; Section 10.5, Civic Duty Leave
AFSCME Union Contract – Article VIII, Workday, Workweek, Overtime, Vacations and Sick Leave; Section 8.a., Jury Duty