

Staff Legal Leave

The Trinidad School District #1 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 district employee is subpoenaed to testify in court in a case in which the employee is not a party (unless the case is related to the employee's position with the school district) or is summoned to serve on a jury, the employee will be granted leave when such subpoena or summons is verified with no jeopardy to the employee's employment or compensation. During any such absence, the employee shall be entitled to receive the regular salary and all fringe benefits he or she would normally receive.

All fees received for each court appearance or service, up to but not in excess of the employee's rate of pay, shall be remitted to the district.

Requests for court witness or jury duty leave should be made on the appropriate leave request form and designated as "Other Leave." Legal leave requests must be accompanied by a copy of the jury summons or subpoena.

When necessary, substitutes shall be obtained for employees in the usual manner and paid for by the district.

The superintendent may request that an employee be excused from service or have his or her service delayed provided that 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.

Adopted by the Board: February 1978

Revised by the Board: March 1995

Revised by the Board: December, 2005

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