

I. PROFESSIONAL

Leave with pay may be granted for professional visitation and attendance at job-related meetings, conferences and training services or other activities that, in the Superintendent's judgment, would be beneficial to the work of the employee or to the District.

Questions concerning professional leave and applications for professional leave should be directed to the supervisor. Professional leave is subject to the approval of both the supervisor and superintendent, which approval must be granted prior to the leave.

Such leave may or may not involve the reimbursement of expenses, including substitutes, depending upon the mutually agreeable arrangements made prior to the leave.

II. JURY DUTY/COURT SUBPOENA

Absence will be granted when an employee is subpoenaed to appear in an official proceeding, if such proceeding does not involve self-employment and does not concern the employee's own personal life.

Leave will be granted to an employee for appearance in court as a witness, to serve on a jury, or to respond to an official order from another government jurisdiction for reasons not brought about through the connivance or misconduct of the employee.

Employees shall notify their immediate supervisor of their desire to apply for such leave as soon as possible prior to the date services must be rendered.

Jury duty is considered similar to professional leave, but any payment received by the employee for jury duty, that is not reimbursement for expenses, shall be endorsed over to the District. Failure to comply shall cause an amount equal to the payment to be deducted from the salary of the employee.