

JG 9/11/25  
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## ARTICLE 22 CIVIC LEAVE

### A. Jury Duty

Employees required to serve on Jury Duty or subpoenaed as a witness shall suffer no loss in regular earnings to a maximum of forty (40) hours per week.

1. If an support employee misses work because of jury duty, or is required by subpoena to give testimony before a judicial or administrative tribunal in a proceeding in which the employee is not a part, i.e., plaintiff, defendant, etc., the employee shall be paid the employee's normal compensation for any periods of work so missed. Any compensation issued to the employee by the legal system will not be submitted to the district.
2. When an employee is summoned as a witness or for Jury Duty, this shall constitute the employee's work shift and the employee shall not be required to report to the employee's work site for that day.

### B. Community Service

If an employee is a volunteer firefighter, or is an Emergency Medical Technician the employee may be immediately released from duty in order to respond to an emergency call. Any compensation earned while performing such volunteer service shall be remitted to the District in an amount not to exceed the salary which would have been earned had the employee been on duty. Procedures for such use shall be on file in the principal's office.

### C. Public Office

The Superintendent shall grant a leave of absence-without pay to any employee to campaign or serve in a public office, including positions on a tribal council, not to exceed ten (10) employees at any time.

Unpaid leave shall be granted, not to exceed five (5) days, for an employee to campaign for a candidate for public office, including positions on a tribal council, other than the employee.