

**North Gem School District No. 149**

**PERSONNEL**

**5413**

Witness for Court Appearance Leave

North Gem School District employees who are subpoenaed into court as a witness will be allowed leave for required court appearances. Employees are expected to use only the portion of the work day of days required for their appearance as a witness. Employees are required to receive prior approval of the Superintendent and their immediate supervisor, such as the maintenance, school lunch, or bus supervisor or principal. The employee will be granted leave to be a witness for court appearance with pay providing the person submits a copy of the subpoena to the District office as soon as possible.

Policy History:

Adopted on: July 17, 2019

Revised on:

Reviewed on: