

Hansen School District No. 415

PERSONNEL

5413

Witness for Court Appearance Leave

Hansen 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 (maintenance, school lunch, bus supervisor, and principals). 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: 7-21-14

Revised on: