

**Community Responsibility** Upon approval of the supervisor, full-time or part-time public school employees may be granted leave to represent the school or administrative unit at community functions such as the funeral of a school child or his or her parent. Employees absent for these reasons shall retain full salary during the day(s) absent. Proper provision shall be made for the continuation of the employee's regular work by making satisfactory arrangements within the system or by employment of a substitute. Substitutes employed for these absences shall not be paid from state funds.

**Jury Duty** Full-time or part-time public school employees retain full salary when absent from work to serve on a jury. The employee is entitled to regular compensation in addition to payment for jury duty. Substitutes employed for these absences shall be paid from the same source of funds as the employee's salary (e.g., local, federal, or state).

**Court Attendance Leave**

- (a) **Attendance by Duty or Subpoena** Full-time or part-time public school employees retain full salary for absences from school due to court attendance related to their official duty. The employee also will receive full salary when subpoenaed, except as noted in section (b). Out-of-state subpoenas are not binding on North Carolina residents, unless that state and North Carolina have an interstate subpoena agreement.

Any fees except travel reimbursement received by a school employee serving in an official capacity as a witness shall be returned to the employing school administrative unit to be credited to the same fund from which the employee is paid.

Substitutes employed for these absences shall be paid from the same source of funds as the employee's salary (local, federal, or state).

- (b) **Attendance for Personal Reasons** Full-time or part-time public school employees who are absent for appearance in court as plaintiffs, defendants, or witnesses for personal matters, even if subpoenaed, shall not be entitled to receive any salary payment for those days, unless they are using appropriate, approved earned leave.

*Advisory Note* School personnel who are responding to subpoenas for civic responsibilities, such as a witness to a crime, are eligible for paid court-attendance leave.

**Elected Officials** Full-time or part-time public school employees serving as elected government officials may, with their supervisor's approval, choose to use appropriate earned leave to attend to the responsibilities of their elected office.

**Precinct Election Officials** Precinct Election Officials may not be discharged or demoted because of serving on Election Day or canvas day provided they have given proper notice (at least 30 days).

Cross Reference: Policy 7430, Substitute Teachers

Legal References: G.S. 163-41.2, 16 NCAC 6C.0404

Adopted: August 23, 2010