

## CIVIC DUTIES

### I. JURY DUTY

The Portsmouth City School Board supports its employees fulfilling the civic duties of serving on federal and state jury panels. Employees called for jury duty may be absent without loss of pay, subject to verification of actual days served by the clerk of court.

### II. COURT APPEARANCES

Employees subpoenaed or summoned to appear in court for job-related legal transactions may be absent without loss of pay. The superintendent or designee shall have approval authority to grant such leave for employees attending to job-related legal transactions. In order to be paid under these circumstances, a copy of the subpoena or summons shall be transmitted to the payroll office.

When attending to personal legal transactions, employees must use personal leave or annual leave, or be placed on a leave without pay status.

Adopted: April 17, 1997

Revised: May 20, 1999

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Legal Refs.: Code of Virginia, as amended, sections 22.1-78, 22.1-295.

Cross Refs.: GCBD Professional Staff Leaves and Absences  
GDBD Support Staff Leaves and Absences