

**POWAY UNIFIED SCHOOL DISTRICT
BOARD POLICY**

Originator: Assoc. Superintendent, PSS

Issue No: 3

Date: 6/16/03

Page: 1 of 1

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES
4.2 CERTIFICATED PERSONNEL

Reference: PUSD/PFT Agreement;
EC 44036-37, 44800-01,
87035-36, 87700-01;
Chap. 7, Part 1, Div. 2,
Military & Vets Code

SECTION 4.239 JURY DUTY, LEGISLATIVE, MILITARY LEAVE

The District agrees to grant certificated employees regularly called for jury duty or to appear as a witness in court other than as a litigant or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee in a manner provided by law, leave of absence without loss of pay for time the employee is required to perform such duty during the employee's regularly assigned working hours. Employees, so called, must notify the District of service date(s) upon receiving said notice from officers of the Court. The District shall pay the employee the difference, if any, between the employee's regular rate of pay and the amount received for such duty, less meals, travel, and parking allowances. Employees are required to return to work during any day in which such duty services are not required. The District may require verification of jury duty prior to or subsequent to providing jury duty compensation.

Legislative Leave

Certificated employees who are elected to or appointed to Federal, State, County, or Municipal governmental offices may be granted leave without pay. The duration of the leave would not exceed the term of the office unless otherwise approved by the Board of Education.

Military Leave

Military leave shall be granted to certificated employees for military duty that cannot be expected to be disregarded, and which necessitates immediate attention.

To be eligible to receive military leave benefits, certificated employees shall be required to request such leave in writing and, upon request, to supply the District with "orders" and status reports. Upon approval by the Board of Education, certificated employees shall receive pay for a period not to exceed thirty (30) calendar days. Additionally, based upon the level of demand and the fiscal resources budgeted by the District, the Board may grant compensated leaves of absence for up to an additional eleven months of one-half regular salary, which the employee would have earned during the twelve-month period of time following commencement of the leave.

Employees shall attempt to schedule military service at a time which will not conflict with regular school duties.

Every effort shall be made to place returning certificated personnel having physical handicaps.