

LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

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LAW AND RULES

August 28, 2002

781 ABSENCE IN RESPONSE TO A SUBPOENA

- A. A regular classified employee shall be granted paid leave of absence in order to respond a subpoena from a court or grand jury for appearance within the State, provided that
1. the employee is not a litigant or defendant in the case
 2. if the issue is a civil case, the court must be within 150 miles of the employee's residence
 3. payment shall be made for the hours that the employee would have been assigned to work in regular status on the date(s) of attendance specified in the subpoena or certified by the court clerk or other officer
 4. the witness fee, if any, is remitted to the District.
- B. An employee shall notify his or her immediate supervisor as soon as possible after receipt of a subpoena. With allowance for reasonable travel time, the employee shall be available to the District for work during the portion of the employee's normal work day or week that the employee is not required in court or by the grand jury. If the employee's assignment is other than the day shift, the employee shall be available for work between the hour of 8 a.m. and 5 p.m.
- C. Paid leave for answering a federal subpoena to appear outside the State of California is subject to approval by the Board of Education.

CHANGE:

Rule amended to reflect editorial and/or organizational changes.

Remove: December 1, 1986. Add: August 28, 2002

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