

## **BP 4161.7 CIVIC LEAVE**

The School Board encourages employees to fulfill their civic responsibilities and will accommodate these responsibilities as provided for below. If a conflict exists between a provision of this policy and a legally permissible provision in a collective bargaining agreement, the provision of the collective bargaining agreement will take precedence.

### **Jury or Witness Duty**

Any regularly contracted teacher or other full-time employee of the district who is required to be absent from duty pursuant to a court order, either as a witness or juror, shall receive regular salary/wage for such period of absence less any amounts received for such service. The payroll adjustment will be made at the first payroll period following such service.

Employees must show the jury duty summons or court order to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work whenever the court schedule permits.

### **Military Leave**

Any regular full-time employee is a reservist in any branch of the armed forces or a National Guard member shall be granted time off for military training or temporary military service required during the school year. An employee requiring such leave must notify his or her supervisor of the training schedule as far in advance as possible. An employee requiring such leave will receive regular pay during such service, less any military pay earned during that time, for a period authorized by law.

Any regular full-time employee with an active military obligation will be granted a leave of absence without pay if called to active duty within the U.S. armed services. However, eligible employees may use any available paid time off for the absence. Employees called for active duty will be entitled to reinstatement in accordance with all applicable state and federal laws.

#### *Legal Reference:*

##### *ALASKA STATUTES*

*09.20.030 Exemptions*

*14.20.340 Military service and previous leaves of absence*

*26.05.075 Reemployment rights of the organized militia*

*39.20.270 Court leave*

*39.20.340 Leave of absence for reserve or auxiliary members of armed services*

*39.20.350 Restoration of reserve members to former positions*

**ALASKA ADMINISTRATIVE CODE**

*4 AAC 06.883 Jury Service exemption*

*4 AAC 06.835 Star ratings Revised 3/2015*

**9/92**

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