

## JURY DUTY / WITNESS SERVICE

Any employee required to be absent from duties due to attendance at a Court of Law for purposes of acting as either a juror or a witness shall be granted leave without loss of pay.

Any stipend received by the employee as a result of performing such duties shall be submitted to the Secretary-Treasurer upon receipt.

Requests for absence for the purpose of acting as either a juror or a witness shall be made using the "Teaching Staff Leave of Absence Request Form", GBLA-E-3 or "Non-Teaching/Support Staff Leave of Absence Request Form", GDC-E.

*Accomplish Anything*

Adopted	Reviewed	Revised	Page
11/488/05			1 of 1