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Jury Duty or Witness Leave

For all exempt employees, CWCKC will pay for time off, up to a maximum three (3) days if an employee is called to serve on a jury provided the employee continues to perform work duties as assigned.

For all non-exempt employees, CWCKC will pay for time off, up to a maximum of three (3) days if an employee is called to serve on a jury. ~~Paid leave for jury duty is available only to a Full-Time employee who has been working at CWCKC for twelve (12) consecutive months.~~

In order to request leave for Jury Duty or Witness Leave, the official notice to appear must be provided in advance. Following approval of the request, lesson plans for the anticipated days of absence must be provided prior to the leave.

When business conditions require, the job of an employee on leave may be filled by a temporary or regular replacement. An employee should give the Executive Director thirty (30) days' notice before returning from leave. Whenever the school is notified of an employee's intent to return from a leave, the school will attempt to place the employee in his/her former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, re-employment cannot always be guaranteed. Employees are encouraged to consult the Executive Director for further information regarding leaves of absence.