



**Policy 5413 – Witness for Court Appearance Leave**

Preston School District #201 employees who are subpoenaed into court as a witness will be allowed leave for required court appearances. Employees are expected to use only the portion of the workday, of days required, for their appearance as a witness. Employees are required to receive prior approval from their immediate supervisor. The employee will be granted leave to be a witness for court appearance with pay providing the person submits a copy of the subpoena to the District office as soon as possible.

Legal References:

Adopted:

Revised:

Reviewed: