

BP 4161.7/4261.7/4361.7 – ALL PERSONNEL - 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

Note: Subject to the terms of a collective bargaining agreement, [AS 39.20.270](#) provides for court leave for any full time employee, whether permanent, nonpermanent, or temporary. The employee is entitled to administrative leave with pay; however, any compensation received for service as a juror or witness shall be deducted from the employee's normal compensation. [Alaska Statute 09.20.030](#) excuses from jury duty during the school term any teacher who is teaching in a school that is designated as a low performing school under regulations adopted by the State Board of Education and Early Development. Effective March 6, 2015, regulations provide that a teacher employed by a school that is identified as a one-or two-star school is eligible for the jury service exemption in [AS 09.20.030](#).

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

Note: [AS 39.20.340](#) provides that an employee, with the approval of the city council or borough assembly, who is a member of a reserve or auxiliary component of the United States Armed Forces is entitled to a leave of absence without loss of pay on all days during which the employee is ordered to training duty, as distinguished from active duty, or for instruction, or when under direct military control in the performance of a search and rescue mission. The leave of absence may not exceed 16 1/2 working days in any 12 month period. If an employee is called to active duty by the governor, the employee is entitled to five days leave of absence without loss of pay.

Any regular full-time employee who 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, [as in AS 39.20.43340](#). 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

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AASB Policy Reference Manual