



## ***Irvine Unified School District***

---

*Personnel Services - 5050 Barranca Parkway, Irvine, CA 92714, (714) 651-0444*

**Please Post**

**Please Post**

### **NOTICE TO EMPLOYEES**

#### **Judicial and Official Appearance Leave of Absence**

Pursuant to the references cited below, employees are entitled to leave without loss of pay to appear in court to serve as a juror, as a witness other than as a litigant, or to respond to an official order from duly authorized government agencies.

Employees subject to such court appearance as defined above shall be entitled to leave not to exceed ten (10) working days in any given school year.

Any compensation received for such appearance shall be endorsed over to the District so that the employee's total compensation shall be no more than his/her regular compensation. Employees shall be entitled to retain any compensation from the court for mileage.

Employees required to appear in court for the above reasons shall provide the District with a copy of the official order from the court.

References: California Education Code § 44036  
IUSD Board Policy 4162  
CSEA/IUSD Contract, Article 10.7  
ITA/IUSD Contract, Article 19.12

4/8/94