

## **ADMINISTRATIVE STAFF CIVIC DUTY LEAVE**

### **COURT AND JURY DUTY**

Any administrative staff member who is called to serve on court and jury duty will be granted time and be reimbursed under the following conditions: "Full pay will be given the employees when all reimbursement received for such duty, except that granted for mileage, room and other expenses which are not a part of the daily wage, has been assigned to the school." This assignment shall be necessary only for those days the employee would be absent from work during their contract period.

### **ELECTION BOARD DUTY**

To be treated the same as court and jury duty.

### **POLITICAL LEAVE**

1. All full-time regular administrators shall be allowed political leave at the discretion of the superintendent and the school board if there is a qualified substitute available and if the absence of the administrator would not seriously hinder the on-going program of the school. Requests must be made in writing (see TCSD Policy GBI).
2. Political Leave shall be defined as leave that would occur when an administrator of a school district is elected to a public office which would meet during a part of the school year. EXAMPLE: State Legislature.
3. Pay shall be docked 80% for political leave.

CONTRACT REFS.: Administrators' Organization Agreement

ADOPTED: April 18, 1983

REVISED: March 14, 1994

REVIEWED: August 24, 2015