

No. 442.1-AR

ADMINISTRATIVE
REGULATION

TURKEYFOOT VALLEY AREA
SCHOOL DISTRICT

COURT SUBPOENA

It will be the responsibility of the employee to supply written evidence, dated and signed, indicating that the employee is or is not representing the school district and further stating the amount of money received or the fact that no money was received, from the party or parties requesting the employee's presence via the court subpoena.

The following steps shall be taken when the employee is representing the school district:

1. Employee submits a leave request form to immediate supervisor, along with a copy of the court subpoena.
2. The immediate supervisor will date, initial and forward to personnel office.
3. If statement is acceptable, Administrative Assistant for Personnel will date, sign and forward to business office for processing.

The following steps shall be taken when the employee is not representing the school district:

1. Employee submits a leave request form to immediate supervisor, along with a copy of the court subpoena.
2. The immediate supervisor will date, initial and forward to the Personnel Office.
3. If statement and leave request form are acceptable, Administrative Assistant for Personnel will date, sign and forward to the Business Office for processing.

Adopted: 5/20/2013