

XIII. COURT LEAVE

13.1 COURT LEAVE AUTHORIZED. An employee who is called to serve as a juror or subpoenaed as a witness in connection with his or her employment, shall be entitled to court leave. Such requests for court leave shall be supported by written documents such as a subpoena, marshal's statement of attendance, and compensation for services, per diem and travel.

13.2 SALARY DURING COURT LEAVE. The employee shall turn over to the City and Borough for deposit all monies received from the court as compensation for service, and in turn shall be paid their current salary while on court leave.

13.3 VOLUNTEER COMPENSATION COURT LEAVE. Volunteers that are subpoenaed to testify on behalf of the City and Borough of Sitka in connection with their volunteer service will be compensated at Step A of the appropriate grade as determined by the volunteer's Department Head and Administrator for the hours the volunteer is actually required to spend giving testimony or in court waiting to give testimony. A person seeking compensation under this section shall submit to the City and Borough both the subpoena and such other documentation as required to show the relevant time periods. In return, the volunteer will turn into the City and Borough of Sitka any compensation received from the court in connection with being subpoenaed.