

MEMORANDUM

TO: Dr. Janet Womack

FROM: Billy Warren

DATE: April 18, 2012

After consulting with other staff members and Melissa McKie, the consulting attorney for the development of Florence City Schools' Policy Manual, we recommend the following:

- 5.9.9 Court Leave – Permanent and full-time employees of Florence City Schools are entitled to regular compensation while performing jury duty (Alabama Code, Section 12-16-8). When the employee is summoned for school-related purposes under subpoena or other legal requirement to testify at a trial in a court of law or in an administrative proceeding constituted under the statutory authority of the agency conducting the proceedings, the employee is also eligible for regular compensation. Paid leave is not authorized for employees to meet with attorneys, to attend depositions, or to otherwise prepare for legal proceedings unless the presence of the employee is requested or required by the Board.