

Other Leave

Other leave is a **PAID** code. Please use it for time spent on work field trips (not your child's school trip as a volunteer) or district business that you are required to attend for your position (such as staff development/training).

This code should also be used for coaching, union representative duties or jury duty during your regular scheduled work hours. Do not use this code for unpaid personal business. District office staff will be monitoring the use of this code and may ask for clarification. All entries for other leave **MUST** include a description.

Jury Duty: Time gone from work during your regular scheduled work hours for required jury duty will not be deducted from your pay. Staff should enter all time gone for jury duty with the Other Leave code using the Jury Duty description. Support staff should not punch in for time gone for jury duty in True Time. Once the leave is approved, this time will show up in True Time under paid hours off. You are required to submit payment to the district for stipends you receive for jury duty. If the check you receive only includes pay for your time, you may sign the check and turn it into the district office. If the check includes pay for your time and reimbursement for travel or other expenses, you will need to turn in a copy of the check stub and a personal check for the amount you received for your time.