

Policy Title: **Leaves of Absence for Jury Duty and Subpoenas**

Policy #406.1

Employees called for jury service or subpoenaed to testify in a judicial proceeding on a school-related matter, and not a personal matter, shall be permitted to be absent from duties with pay. Pay received for jury service, except travel expense, shall be remitted to the district. In order to receive payment, the employee must give at least one days' prior notice of the summons for service and must furnish satisfactory evidence that such service was performed on the days for which payment is claimed. An employee not required to perform jury duty all day shall return to work.

Date of Adoption: 1967

Dates of Revision: 2/22/93; 2/96; 8/99; 5/03; 4/22/13

Review: 9/22/08; 9/28/15