

Personnel – Certified / Non-Certified

4158

ABSENCES AND LEAVES - JURY DUTY

4258

Any employee who is called for jury duty shall receive the necessary leave to fulfill this legal obligation. This leave shall not be deducted from sick leave or from personal days. The staff member shall receive a rate of pay equal to the difference between the professional salary and the jury fee. However, teachers, due to the nature of their employment, are encouraged to request that they be deferred from jury duty to a time when school is not in session. Upon completion of jury duty, all employees should submit a “Certificate of Recognition of Jury Service” to their supervisor, who will forward it to Human Resources.

Adopted 8/27/2004
Revised and Adopted 10/22/2024