

Jury Duty and Court Appearance

Jury Duty

Employees who are requested to serve on Jury Duty will continue to receive their full salary from the District. Each situation will be reviewed on a case by case basis. Documentation of appearance at the Court for jury duty shall be submitted with the employee's Absence Report Form.

Payments to the employee, received from the court for Jury Duty participation, which exceed \$250, will be returned to the District.

Court Appearance

Employees who are subpoenaed will be granted paid Administrative leave. Notice of the subpoena shall be submitted with the employee's Absence Report Form.

Payments to the employee, received from the court for a subpoenaed appearance, which exceed \$250, will be returned to the District.

Personal leave, or leave without pay, must be used for all non-subpoena court appearances that are not school related.

Previous Policy: 404.7 & 603.5

Legal Reference: I.C. §2-218      Employer Prohibited from Penalizing Employee for Jury Service

Policy History:

Adopted on: June 13, 2017

Revised on: