

**JURY DUTY AND SUBPOENA LEAVE**

The District may grant paid time off to a staff member for the days he/she is required to serve on a jury. Any compensation received by a staff member for jury duty performed on a contract day is to be reimbursed to the District. Any expense reimbursement received by a staff member for jury duty performed on a contract day shall be retained by the staff member. The District may grant emergency leave (witness fees to be reimbursed to the District) to staff subpoenaed as witnesses in court or other legal proceedings; provided that a leave with pay shall not be granted to a staff member for a case brought or supported by a staff member union or association or for a case in which the staff member has a direct or indirect interest in the proceedings.

On any day that a staff member is released from jury duty or as a witness by the court and four or more hours of the staff member's scheduled work day remain, the staff member is to immediately inform his/her supervisor and report to work if requested to do so.



<i>POLICY ADOPTED</i>	<i>November 14, 1962</i>
<i>REVISED</i>	<i>December 13, 1976</i>
<i>REVISED</i>	<i>January 13, 1986</i>
<i>REVISED</i>	<i>February 12, 1996</i>
<i>RENUMBERED</i>	<i>May 12, 2003</i>
<i>REVISED</i>	<i>October 10, 2011</i>