

## **Jury Duty and Subpoena Leave**

The district may grant leaves 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 a maximum of two days 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.

**Legal References:**

RCW 2.36, Juries

**Management Resources:**

*Policy News*, April 2007, Jury Compensation vs Expenses

*Policy News*, February 2007, Juror Payment Provisions

**Adoption Date: 04.98**

**School District Name: Reardan-Edwall School District No. 009**

**Revised: 02.07; 4.07; 04.11**

**Classification: Optional**