

## **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 may or may 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

KETTLE FALLS SCHOOL DISTRICT NO. 212

DATE OF ADOPTION: FEBRUARY 28, 2006

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