

**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. 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	28A.400.300	Hiring and discharging employees--Leaves for employees--Seniority and leave benefits, retention upon transfers between schools
	2.36.165	Juries

Adoption April 28, 1993

Formerly: Policy No. 5325