

## **Jury Duty**

### Section A - Introduction

The Board of Education considers jury duty a responsibility of all Americans and encourages participation by employees when requested.

### Section B - Salary Preservation

The employee will continue to receive his/her full regular salary or wage from the District while serving on jury duty.

### Section C - Jury Duty Expenses

Compensation received for jury duty service shall be used to pay any expenses incurred for such service (e.g., mileage, tools, parking, lunch, taxi or train fare).

### Section D - Jury Duty Service Reconciliation

Within two business days of returning to work, the employee shall complete a Confirmation of Jury Duty Services form, and remit to the Business Services department. In addition to this form, the employee shall remit any compensation received for jury duty service in excess of expenses described in Section C of this policy.

Approved: November 4, 1974  
Revised: September 25, 2000  
Revised: February 22, 2022