

**POST FALLS SCHOOL DISTRICT NO. 273**

Series 400: Certified Personnel, Leave and Absence

Policy No. 404.7

Policy Title: Jury Duty

Page 1 of 1

The policy of the Board of Trustees shall be that any certified employee who is summoned will be allowed leave to serve as a juror or attend court for prospective jury duty or service. His or her salary will not be reduced while in this service.

The certified employee must report to his/her supervisor immediately upon the completion of daily jury responsibilities. The certified employee will enter on the absence report form the reason for absence and send copy of summons to business office.

Legal References: IC 2-277, 2-218

Adopted: 1/88

Amended: 4/14/97

Reviewed 2017