

**POST FALLS SCHOOL DISTRICT NO. 273**

Series 400: Certified Personnel, Leave and Absence

Policy No. 404.7

Policy Title: Jury Duty

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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.

Upon being excused from jury service during any day, an employee shall return to complete his or her assignment for the remainder of the regular work day.

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

Legal References: I.C. § 2-218

Adopted: 1/88

Amended: 4/14/97, 11/14/22

Reviewed 2017, 2022