

**POST FALLS SCHOOL DISTRICT NO. 273**

Series 600: Non-Certified Personnel: Leave and Absence

Policy No. 603.10

Policy Title: Jury Duty

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It is the policy of the Board of Trustees that a non-certified employee shall be granted leave if summoned to serve on jury duty during his/her work period.

An employee called to serve on a jury will be granted leave without loss of pay for the period of time served under such summons. Jury pay will be retained by the employee to pay for his/her expenses, i.e., food, lodging and travel.

Notice of the summons to jury duty should be relayed to the employee's immediate supervisor as soon as possible.

Date of Adoption: 3/10/87

Amended: 5/09/94

Reviewed: 2011, 2021