No. 4510
SECTION: PERSONNEL
TITLE: JURY DUTY

ADOPTED: 3/18/74
READOPTED: 4/18/06;6/21/10;1/29/14;
11/15/16;8/20/19;5/18/21;
8/12/25
REVISED: 2/1/00

OXFORD AREA SCHOOL DISTRICT

A. When an employee is duly and officially called to serve on a county, commonwealth or federal jury, or is subpoenaed as a witness for a case in which there is no personal interest, it shall be the policy of the Oxford Area School District to permit the employee to discharge this community responsibility without loss of pay or benefits so long as their absence does not cause a hardship to the district.

B. On days when employees are released from jury duty early, they will return to work to perform duties as assigned by the principal or supervisor.

C. Prior approval by the principal and/or Superintendent for absence under this policy, using the "Employee Request for Excused Absence" form, is required.