



Preston School District #201
Section 5000 - Personnel

Policy 5412 – Jury Duty

Serving on a jury is a fundamental responsibility of citizenship, and the **Preston School District #201** supports this important role in our society. Upon receipt of the initial official notification, an employee selected for jury duty must submit a copy of such notice to the immediate supervisor and to the District office as soon as possible so that appropriate substitute needs can be met. If the absence would pose a significant hardship for the School District, the employee may be asked to request a postponement of jury duty from the court.

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

Jury duty leave is paid for up to ~~ten~~ **twelve (12)** workdays. Employees must submit all compensation paid by the Court to be eligible for compensated jury duty leave.

Legal References:

Adopted:

Revised:

Reviewed: