POLICY – JURY DUTYAND SUBPOENA LEAVE 5408

Jury Duty – The district may grant leaves to staff members for the days they are required to serve on a jury. When an employee is called for jury service, the employee will advise the District immediately upon receipt of such a call. Any compensation received by a staff member for jury duty performed on a contract day is to be reimbursed to the district. Any expense reimbursement received by a staff member for jury duty performed on a contract day will be retained by the staff member.

Subpoena Leave – An employee covered in this policy will be authorized to respond to a subpoena without a loss of pay or leave balance if the subpoena is work related as evaluated by the district. This leave is not intended to cover personal litigation of the employee or litigation involved in labor disputes with the employer.

On any day that a staff member is released from jury duty or as a witness by the court and four or more hours of the staff member's scheduled workday remain, the staff member is to immediately inform their supervisor and report to work if requested to do so.

Legal References:	RCW 2.36.165	Leave of absence from employment to be Provided - Denial of promotional opportunities prohibited – Penalty - civil action
Adopted:	August 24, 2010	North Thurston Public Schools Board of Directors
Amended:	October 4, 2022	NTPS Board of Directors