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JURY DUTY AND SUBPOENA LEAVE

The district may grant leaves to an employee for the days he/she is required to serve on a jury. Any compensation received by an employee for jury duty performed on a contract day is to be reimbursed to the district. Any expense reimbursement received by an employee for jury duty performed on a contract day shall be retained by the employee. The district may grant leave (witness fees to be reimbursed to the district) to an employee subpoenaed as witnesses in court or other legal proceedings; provided that a leave with pay shall not be granted to an employee for an case brought or supported by an employee union or association or for a case in which the employee has a direct or indirect interest in the proceedings.

Employees shall notify the district when notification is received to serve on jury duty or serve as a witness. Employees may provide a copy of their summons as such notification. Employees who provide notification by other means may need to provide a copy of their summons upon the district's request.

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

Cross References: Board Policy 5021 Applicability of Personnel Policies

Legal References: RCW 2.36 Juries

Management Resources:

Policy News, April 2007 Jury Compensation vs Expenses

Policy News, February 2007 Juror Payment Provisions

Adopted: October 8, 2012