

PERSONNELGENERAL PERSONNEL - COURT DUTY

District employees shall notify the Superintendent of pending court/jury duty no later than 10 days prior to the first day of duty, and shall provide a copy of the Subpoena or Notice of jury duty.

A court/jury duty leave of absence shall be granted to an employee for court/jury duty.

No employee shall receive a loss in salary because of jury duty or because the employee, pursuant to a subpoena issued by the clerk of a court and served on the employee, attends as a witness upon trial or to have his or her deposition taken in any school-related matter pending in court. However, the District shall deduct from the employee's salary an amount equal to the amount received by the employee for jury duty or for per diem fees which the employee is entitled to receive for complying with the subpoena. In lieu of such salary deduction, and when determined advisable by the Business Office, the employee shall reimburse the District for any amount received for jury duty or as a witness fee, by direct payment or endorsement of a check to the District.

LEGAL REF.: Illinois School Code, Sec. 10-20.7(105 ILCS 5/10-20.7).

Adopted: March 10, 1983
Revised: December 10, 1987
Revised: July 11, 1991
Revised: March 12, 1998