

Personnel

General Personnel - Court Duty

A court/jury duty leave of absence will be granted to District employees who are called for court/jury duty. Such employees will notify the Superintendent of the pending court/jury duty no later than 10 days prior to the first day of duty, and will provide a copy of the subpoena or notice of jury duty.

No employee will lose any 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 trial witness or has his/her deposition taken in any school-related matter pending in court. If the staff member complies with their official public duty and serves the subpoena for jury duty, the staff member is entitled to keep their check from the courts to cover their expenses.

The employee must report to his/her immediate supervisor for assignment when his/her presence in court is not required.

This policy will be subject to the terms and conditions of any applicable collective bargaining agreement.

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

Adopted: October 9, 1997
Revised: April 24, 2003
Reviewed: January 27, 2011