

## JURY DUTY AND SUBPOENA LEAVE

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

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 work day remain, the staff member is to immediately inform his/her supervisor and report to work if requested to do so.

Legal References:     RCW 2.36

Juries

Management Resources:     *Policy News*, April 2007     Jury Compensation vs Expenses  
                                      *Policy News*, February 2007     Juror Payment Provisions

**Adoption Date: 11.14.94**  
**Wenatchee School District**  
**Revised: 6.14.11**