

## 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 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. 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 will 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 Reference(s)

RCW Chapter 2.36 – Juries

### Management Resource(s)

*Policy News*, April 2007 – Jury Compensation vs. Expenses

*Policy News*, February 2007 – Juror Payment Provisions

---

**Adoption Date:** June 17, 2013  
**School District Name:** Mary Walker School District No. 207  
**Revised:** 04.98; 02.07; 04.07; 12.11  
**Classification:** Discretionary