



4510.12: JURY DUTY, ELECTION BOARDS - SUBPOENAS

I. Any employee who is summoned for jury duty or election board duty, or who is subpoenaed on behalf of the District within the scope of the employee's work duties, shall not be subject to discharge from employment, loss of pay, loss of sick leave, loss of vacation time, or any other form of penalty, as a result of his or her absence from work (including shift work) due to such service. Any such impacted Employee shall provide to the Human Resources Department a copy of the summons, notice, or subpoena within 7 days of receipt of such summons, notice, or subpoena, and in advance of the day(s) to be missed.

II. The District may reduce the pay of an employee who is absent for jury or election board duty by an amount equal to any compensation, other than expenses, paid by the court for jury or election duty, or for the employee's appearance pursuant to a subpoena.

Date of Adoption

October 7, 1974

Date of Revision

August 2, 1993

August 16, 1993

September 7, 1993

March 17, 2003

February 21, 2011

November 6, 2017

November 21, 2022

Related Policies and Rules

[4510: Leaves of Absence](#)

Legal Reference

