

General PersonnelCourt Duty

The District will pay full salary during the time an employee is absent due to court duty or, pursuant to a subpoena, serves as a witness or has a deposition taken in any school-related matter pending in court.

The District will deduct any fees that an employee receives for such duties, less mileage and meal expenses, from the employee's compensation, or make arrangements for the employee to endorse the fee check to the District.

An employee should give at least 5 days' prior notice of pending jury duty to the District.

The employee shall present documentation that jury duty has been served by submitting his/her jury pay to the District Business Office.

LEGAL REF.: 105 ILCS 5/10-20.7

CROSS REF.: (521.02; 545)

ADOPTED: September 20, 1984

REVIEWED: August 16, 2012

REVISED: December 18, 1986; February 18, 1988; July 18, 1991; February 20, 1994;  
July 5, 2001; May 2, 2017