

SECTION: CLASSIFIED EMPLOYEES

TITLE: JURY DUTY

ADOPTED: MARCH 18, 1996

REVISED:

# Lebanon School District

	542. JURY DUTY	1
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1. Purpose	Classified employees regularly employed shall be protected against loss of pay occasioned by jury duty in accordance with the following guidelines.	5
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2. Guidelines		9
	Should an employe be called for jury duty, s/he shall report same to the Superintendent.	10
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	Employes called for jury duty shall normally be permitted to serve and will not be penalized in any way for doing so. They shall receive normal pay for the period of jury duty, but any compensation received from such duty that is in excess of actual expenses shall be credited against such pay.	13
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	While on jury duty, employes are required to report daily their schedule for the following day.	21
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	The time spent on jury duty will not be charged against personal leave or sick leave and will count as time on the job.	24
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	Employes must submit to their supervisor a record from the county of the number of days served.	28
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	The provisions of this policy shall not apply when the employe is a party to the proceedings.	32
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