

GENERAL PERSONNEL

Court 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. In case of a court summons, the staff members shall provide a record of the summons for substantiating his or her eligibility for no loss in pay and a record of any pay received for the court appearance.

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

LEGAL REF.: 105ILCS 5/10-20.7

ADOPTED: November 3, 1987

REVISED: April 3, 2007

REVIEWED: November 24, 2008