

**Policy**

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LEGAL AND CIVIC DUTIES

**Jury Duty:** The Board will insure all certified instructional employees against loss of pay occasioned by a call to jury duty. Should an employee be called for jury duty, he/she shall report same to the immediate supervisor.

Employees called for jury duty shall be permitted to serve and will not be penalized in any way for doing so. They will receive full pay, if they endorse the check received from the court or pay the amount shown on their record slip less travel allowance.

While on jury duty, employees are required to report daily their schedule for the following day and must report to work when excused for a day or more or suffer loss of pay.

<b>Date:</b>	<b>April 27, 1993</b>
<b>NJSBA Review/Adopted:</b>	<b>February 2008</b>
<b>Readopted:</b>	<b>March 19, 2008</b>