

### SUPPORT STAFF JURY DUTY LEAVE

Any employee who is summoned to serve on jury or election board duty, or who is subpoenaed to provide testimony, 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 due to such service provided the employee submits a copy of the summons, in advance, to the employee's supervisor.

Support staff will receive their regular salary. Any payment for jury duty shall be paid to the school district. If the employee is excused from jury duty during the first half of the day, the employee is expected to return to work for the afternoon.

Legal Reference: Neb. Statute 25-1640

Approved July 14, 2014 Reviewed \_\_\_\_\_ Revised \_\_\_\_\_