

Eagle Butte School District	NEPN Code: GCBDC
Policy Manual	

JURY DUTY

Any certified or classified staff member called for jury duty during school hours, or who is subpoenaed to testify in a hearing during school hours on a matter in which he or she is not a named party, will be granted *either* leave with pay for the days or parts of days as such absence is required or, the staff member may retain any payment as made by the court in lieu of leave with pay. They may not be paid doubly for their time during school hours.

Accordingly, for documentation purposes, staff members must remit copies of any per diem (excluding mileage, meals, or lodging) received for jury duty to the business office for processing.

The staff member will notify his or her supervisor as soon as practical to make the necessary arrangements for a substitute teacher when such leave must be taken.

Adopted: August 30, 1995

Revised: November 14th, 2022