

Infinity Charter School

SECTION: PROFESSIONAL STAFF

TITLE: JURY DUTY

APPROVED: January 11, 2004

442: JURY DUTY

1. Purpose Professional employees regularly employed shall be protected against loss of pay occasioned by jury duty in accordance with the following guidelines.

2.Guidelines Should an employee be called for jury duty, s/he shall report same to the CAO/Director.

Employees 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.

Time on jury duty will not be charged against personal leave and will count as time on the job

Employees must submit to the CAO/Director a record from the county of the number of days served.