

**4016**  
**Jury Duty/Service as Witness in Court**

An employee who has been called to serve as a juror will be entitled to the same job status, pay, and seniority upon returning from jury duty and be granted paid leave. Employees may be required to sign over to Teachwell the compensation they receive for jury duty, but not compensation for expenses. Teachwell may, in lieu of accepting juror compensation, deduct the amount of compensation the employee received from the employee's pay.

An employee who has been subpoenaed to testify as a witness in a court proceeding relating to the employee's employment with Teachwell shall be entitled to paid leave for each day they are required to appear.

If a staff member is required to appear for a court proceeding in a personal matter, the staff member will be required to take a scheduled absence, annual leave, personal leave or leave without pay.

Adopted on: 8/15/2023

Revised on:

Reviewed on: