

A Windham School District employee shall be granted administrative leave with pay and no loss of accumulated time for the actual service required for the jury duty selection process or to perform jury duty service. The following procedures shall apply to WSD Policy 7.11-2.2, Jury Duty:

1. An employee shall notify their supervisor of the summons for jury duty.
2. If an employee is dismissed from the jury duty selection process, the employee shall request the court to provide documentation, i.e. a Certificate of Jury Service, to indicate the date and time of arrival and dismissal.
3. If an employee is selected for jury duty service, documentation of the date and time they are released must be provided.
4. If an employee receives prior notice that the jury duty selection process has been cancelled, the employee must report to the work assignment location to complete the regularly scheduled workday or use discretionary leave or compensatory time for an absence from duty.
5. Administrative leave shall be approved for the time the employee actually uses to report for the jury duty selection process or jury duty service. The approved time includes travel to and from the court location and must occur during the regularly scheduled workday.
6. If an employee is summoned for the jury duty selection process or jury duty service before their regularly scheduled workday, the employee should answer the summons and shall:
  - a. Report to the unit of assignment, as soon as time allows, to complete the remaining half or whole day of scheduled work, or,
  - b. If the employee chooses not to return to work, the employee shall use accrued discretionary leave or compensatory time for the remaining half or whole scheduled workday. Sick leave may not be used for the jury duty selection process or service. If discretionary leave or compensatory time is not available, the employee shall be placed on leave without pay.
7. If an employee is dismissed from the jury duty selection process or jury duty service during their regularly scheduled workday, the employee shall:
  - a. Report to the unit of assignment, as soon as time allows, to complete the remaining half or whole day of scheduled work, or,
  - b. If the employee chooses not to return to work, the employee shall use accrued discretionary leave or compensatory time for the remaining half or whole scheduled workday. Sick leave may not be used for the jury duty selection process or service. If discretionary leave or compensatory time is not available, the employee shall be placed on leave without pay.