

Downey Unified School District

CERTIFICATED PERSONNEL

JURY DUTY AND SUBPOENA

AR 4158

Certificated employees called for jury duty in municipal, state, or federal courts should forward a copy of the completed summons for jury duty immediately upon its receipt to the Personnel Office.

Certificated employees called for jury duty are not entitled to be excused except for the same reasons as other citizens (illness, unusual hardship arising from their business or occupation).

Applications to be excused from jury service should be made personally to the office from which the summons was received.

An employee who serves on a jury may request a leave for personal reasons.

An employee may be paid in any one school year for not to exceed two days' absence caused by appearance in court in response to a subpoena duly served, except in cases where the employee is a litigant in the case. An employee requesting pay for subpoena leave shall file a copy of the subpoena in the Personnel Office. If a case covers more than one day, a certificate of the Clerk of the Court shall be filed stating that the presence of the employee is required at court for the second day.