

Medway Public Schools
Medway, MA

SCHOOL COMMITTEE POLICY

Policy #08

Jury Duty and Military Leave

Jury Duty

Employees of the district are encouraged to fulfill their citizenship obligation of jury duty. Employees shall give their immediate supervisor and the office of the superintendent notice within a reasonable amount of time from receiving a jury summons. Employees are expected to follow absence reporting procedures.

Military Leave

Military leave (National Guard duty, etc.) will be granted to the extent required by state and federal law. Employees must notify their immediate supervisor and the office of the superintendent as soon as they receive notification of activation. Employees will attach a copy of their orders to the leave request form when they prepare the request for military leave.

There shall be no loss of pay whenever an individual is required to perform jury duty or military leave. Employees called to jury duty or military leave will be paid on a per diem basis less the amount paid for jury duty/military leave. If employees elect to use their personal days for jury duty/military leave, there will be no deduction for the amount paid for jury duty/military leave. Time lost for such required duty will not be charged to sick days.

First Reading: **October 5, 2005**

Adopted: **October 20, 2005**