

No. 442.2-AR

ADMINISTRATIVE
REGULATION

TURKEYFOOT VALLEY AREA
SCHOOL DISTRICT

JURY DUTY

It will be the responsibility of the employee to submit a request for leave for jury duty on the leave request form provided. Prior to reporting for jury duty, the following steps shall be taken:

1. Employee shall submit a Leave Request Form, along with a copy of the notice to serve on jury duty, to immediate supervisor.
2. The immediate supervisor will date, initial and forward the Leave Request Form to the Personnel Office.
3. If acceptable, the Administrative Assistant for Personnel will date, sign and process the Leave Request Form.

After the employee has served on jury duty, the following steps shall be taken:

1. It will be the responsibility of the employee to supply written evidence, dated and signed, stating the amount of money received or the fact that no money was received, from the party or parties requesting the employee's presence for jury duty.
2. Employee submits the written evidence and the check for jury duty to immediate supervisor.
3. The immediate supervisor will date and initial the statement, and forward the statement and the check to the Personnel Office.
4. If the statement is acceptable and the check is in order, the Administrative Assistant for Personnel will date, sign and forward to the Business Office for processing.

Adopted: 5/20/2013