

SUBJECT: Return from Jury Duty
Pay for Jury Duty

Here is information regarding a certificated teacher's obligation to return to work when released early from jury duty. Additionally, we want to highlight the provision for pay for jury duty.

1. Teachers or other bargaining unit members who are subpoenaed to jury duty are legally and contractually approved for leave for the period of time their service is required.
2. When, on any given day of jury duty, an individual is released early, the employee shall return to his/her work site (the leave is over for the day) subject to the following conditions:
 - ❖ If you are serving in the Vista Court and are dismissed by the court by noon, you are expected to return to work.
 - ❖ If you are serving in the San Diego Court and are dismissed by the court by eleven, you are expected to return to work.

When you return to work, your substitute will not be released, but rather, will remain to complete the day. Teachers returning to work are expected to engage in professional activities such as small group instruction, assessment, or planning.

If the teacher's time on jury duty prior to dismissal does not include lunch, the same amount of time that is allocated at school for lunch is available prior to or upon return to work. Travel time from Vista is estimated to be 30 minutes; from San Diego 60 minutes.

Employees summoned to serve jury duty during workdays may choose to defer jury duty until non-work days. These employees who receive court permission to defer jury duty to non-work days shall be paid the full daily substitute rate of pay for those days or portion of days served. These employees shall complete the district Extra Pay form, indicating "Jury Duty – Non-Work," attaching a copy of the original summons as well as the court timesheet documenting actual time served. The Extra Pay form shall be submitted to Certificated Personnel within thirty (30) days of the employee's return to work. Employee's whose original summons was for jury duty during non-work time shall not be eligible for this provision.

It's important that employees "clock in" and "clock out" using the court-provided timesheet. This timesheet should be used each day while on jury duty and must be attached to the monthly absence record.

Principals are expected to review the court timesheet in light of this direction and to approve leaves accordingly.