

**JURY DUTY AND SUBPOENA LEAVE**

The NWESD 189 shall grant leaves to staff for the days they are required to serve on a jury. When jury duty is performed on one or more contract days and the resulting total compensation exceeds fifteen dollars (\$15.00) for a staff member, the total amount is to be reimbursed to the NWESD 189. It is not cost effective for NWESD 189 to receipt less than fifteen dollars (\$15.00), so total jury compensation less than this amount will not be pursued for collection. Any expense reimbursement received by a staff member for jury duty performed on a contract day shall be retained by the staff member. The NWESD 189 shall grant a maximum of two (2) days leave (witness fees to be reimbursed to the NWESD 189) to staff subpoenaed as witnesses in court or other legal proceedings; provided that a leave with pay shall not be granted to a staff member for a case in which the staff member has a direct or indirect interest in the proceedings.

On any day that a staff member is released from jury duty or as a witness by the court and four (4) or more hours of the staff member's scheduled work day remain, the staff member is to immediately inform his/her supervisor and report to work if requested to do so.

**First Reading:**

**Second Reading:** 08/27/84 (as 4670, 4682)  
**Revised:** 02/26/92 (as 4670, 4682)  
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**Reference:**

RCW 28A.310.180  
RCW 28A.310.200  
RCW 28A.310.220  
RCW 28A.310.240