

**Policy**

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JURY DUTY

The Little Silver Board of Education will indemnify all employees against loss of pay occasioned by a call to jury duty. No employee serving on a panel of grand or petit jurors shall be penalized in any way for an absence due to jury service, will not be required to use personal time and time served on the jury will count as school district service. Employees called for jury duty shall be permitted to serve and will not be penalized in any way for doing so. They will receive full pay, less pay received from the court.

Employees shall be required to promptly notify the principal or his or her designee when they receive a call to serve jury duty. The superintendent may attempt to have an employee excused from jury duty if the employee is required for the continuing operations of the district. The superintendent shall provide the employee with a letter indicating the lack of availability of a substitute in such incidents and the employee may seek an excuse or deferment of service from the assignment judge.

While on jury duty, employees are required to report daily their schedule for the following day and must report to work when excused or on reserve for a day or more or suffer loss of pay. The time spent on jury duty will not be charged against personal leave and will count as time on the job.

At the completion of each day's appearance the employee shall secure written verification from the jury clerk of the employee's attendance.

Adopted: October 8, 2009  
NJSBA Review/Update: May 2023  
Readopted: August 24, 2023

Key Word

Jury Duty, Court

**Legal Reference:** N.J.S.A. 2B:20-16 Excuse from employment for jury duty; compensation  
N.J.S.A. 2B:20-17 Employment protection

**Possible**

**Cross References:** 2130 Administrative staff  
\*2131 Superintendent  
4000 Concepts and roles in personnel  
\*411 Supervision  
\*4111.1/4211.1 Nondiscrimination/affirmative action  
\*4112.6/4212.6 Personnel records  
\*4151/4251 Attendance patterns  
\*4215 Supervision

\*Indicates policy is included in the Critical Policy Reference Manual.