

**Temecula Valley Charter School  
Board Policy**

**5000 Personnel**

**5006 Jury Duty**

**Board Action: APPROVED**

**Effective Date: 12-7-2015**

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TVCS may grant temporary leaves of absence to employees who are called for jury duty in the manner provided by the law. Such leave shall be with pay up to the amount of the difference between the employee's regular earnings and any amount he/she receives for jury duty for up to 14 days. The maximum paid leave for jury duty service shall not exceed 14 days per school year. All days served must be days in which full day attendance is mandated by the court system.

If an employee is excused from jury service for all or part of a day, he/she shall promptly notify his/her immediate supervisor who will advise the employee whether or not to report to work.

Compensation received for jury duty service shall be deducted from employee's regular hourly rate or daily pay.

When an employee is required to appear in court on behalf of TVCS, no loss of salary shall be incurred. When an employee is required to appear as a witness in court or to respond to a subpoena or an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee, a leave without loss of salary shall be granted up to the amount of difference between the employee's regular earnings and any amount he/she may receive as a fee up to 14 working days.