

**JURY DUTY**

The Board of Education will insure all contractual noninstructional employees against loss of pay occasioned by a call to jury duty. Should an employee be called for jury duty he/she shall report same to the Superintendent.

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, if they endorse the check received from the court or pay the amount shown on their record slip less travel allowance. Regular paychecks will be withheld pending receipt of jury pay.

While on jury duty, employees are required to report daily their schedule for the following day and must report to work when excused 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.

N.J.S.A. 2A:69-2, 2:69-5