

BRIEF ABSENCES DUE TO JURY DUTY COMMITMENTS

It is the policy of the Wakefield School Board to allow staff members to meet any legal commitments when selected for jury duty, to be absent from their duties. This may be extended by board action under unusual circumstances.

It is expected, whenever possible, that staff member will notify the board through the principal, in advance.

The regular salary of the staff member will be continued as well as benefits while absent for the above commitments, minus the reimbursement received.

The staff member must submit verification for the payroll department to adjust the salary. No check will be issued until verification of pay is received.

Mrs. Janet Gagnon, Chairperson
Mrs. Priscilla Colbath
Mr. Fred Elliott
Mrs. J. Lisbeth Olimpio
Mrs. Judith Nason

Adopted by the Board: 3, March 2004
Revised by the Board: 16 February 2011