

JURY LEAVE

Any professional employee called for jury duty during contract hours, or who is subpoenaed to testify in a hearing during contract hours on a matter which he is not named party, will be granted leave with pay for the days or parts of days such absence is required. Any per diem received for jury duty or the designated subpoena absence will be deducted from the regular salary the amount paid to the business office. The employee will notify his/her supervisor as soon as practical to make the necessary arrangements for a substitute when jury leave must be taken.