

SALARY DEDUCTIONS – JURY AND MILITARY DUTY PROCEDURES

When an employee is called upon for Jury or Military Duty, the following will apply:

- Employees will endorse the check they receive over to the District and receive their full salary. If there is a mileage allowance included in this, the District will reimburse the individual for the mileage allowance.

Deducting Day's Pay

- Whenever it is necessary to deduct a day's pay from an employee's wages, the following divisors will be used:
 - Teachers – 1/185 of years salary per diem
 - Twelve Month Administrators – 1/260 of years salary per diem
 - Others – based on number of working days as stipulated in their contract with the District.

Adopted: April 22, 1975

Revised: 7/6/77, 8/11/82, 7/27/83, 12/28/88, 5/10/94, 3/3/98

Reviewed : March 12, 2013