

**SCHOOL DISTRICT OF WAUZEKA-STEUBEN**

**JURY SERVICE AND SUBPOENA LEAVE**

Any employee who is called to serve on jury duty or who is subpoenaed to appear in a civil or criminal court proceeding shall be entitled to temporary leave without loss of pay. Remuneration for jury service and subpoena leave on a contract day shall be prorated on the basis of the employee's full time equivalency and such portion shall be turned over to the Wauzeke-Steuben School District.

If service on a jury or other subpoena would work a hardship on the school, an attempt shall be made to have the employee excused.

**Legal References:** Wisconsin State Statutes §§ 756.02, 756.25

**Adoption Date:** 02/12/1980

**Date Revised:** 2/17/2025