

**TERRELL COUNTY BOARD POLICY
Leaves & Absences - Jury Duty/Voting**

**Descriptive Code: GBRIA
Issue Date: 7/14/1997
Rescinds Code: GBRI, GBRIA
Issue Date: 12/2019**

VOTING PRIVILEGES

All employees are entitled to time off to vote in any municipal, county, state or federal election or primary, not to exceed two hours, but if employee's work commences at least two hours after the polls open or end at least two hours before the polls close, the law does not apply.

WITNESS

The Terrell County Board of Education has consistently permitted all employees to actively participate in the jury systems of our local, state and federal courts. Leave time will be approved without loss of pay if the employee is called to serve as witness provided that the employee is subpoenaed to appear as a witness. The employee must submit the actual subpoena received to the payroll clerk before the file will be completed. Employees may appear as a witness without being subpoenaed but must do so on personal leave time.

JURY DUTY

The Terrell County Board of Education requires that employees in the public school be allowed a leave of absence without loss of pay for periods spent rendering jury duty. Employees will continue to receive full salary while serving as a potential juror or as a subpoenaed witness. A salary deduction of one day's work for each day missed may be made at the next pay period unless verification of attendance and subpoenas are received by the central office within a reasonable time following the end of court.

Bus drivers who make their morning run are permitted to keep their jury pay, minus the amount of money necessary to pay substitute drivers for afternoon runs. This applies only to those drivers who are not permanently employed in other capacities by the Terrell County Board of Education.