

**VENTURA COUNTY OFFICE OF EDUCATION**

**SUPERINTENDENT POLICY NO. 4161.23/4261.23**

**ADOPTED: 02/14/96**

**CLASSIFICATION: Personnel**

**REVISED:**

**SUBJECT: Legal and Civil Duties**

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A leave of absence with pay shall be granted to any employee who is called for jury duty, including time involved in reporting and selection. Fees received for jury service will be returned by the employee to the Business Office, as provided by law. (E.C. 44036)

Travel fees received in connection with jury duty are to be retained by the employee.