PRESS PLUS ISSUE #123 (OCTOBER 2026)
11/13/26 POLICY COMMITTEE MEETING

1. **ACTION TO BE TAKEN:**

_____CONSENT

_____1st READING

_____KEEP IN COMMITTEE

_____DELETE POLICY

2. **POLICY COMMITTEE TO DETERMINE:**

___ Adopt as Presented
(change "revised" & "reviewed" date)

___Adopt with Additional District Edits
(change "revised" & "reviewed" date)

___Edits Not Adopted
(change "reviewed" date)

Document Status: Draft Update

General Personnel

5:80 Court Duty

The District will deduct any fees that an employee receives for court duty, less mileage and meal expenses, from the employee's compensation, or make arrangements for the employee to endorse the fee check to the District.

An employee should give at least three (3) days' prior notice of pending court duty to the District.

Witness Duty

An employee should give at least five days' prior notice of pending court duty to the District.[C1]

The District will pay full salary during the time an employee is absent due to a subpoena to serve as a witness in a trial or have a deposition taken in any school-related matter pending in court.

Jury Duty

An employee summoned for jury duty must deliver to the District a copy of the summons within 10 days of the date of issuance of the summons to the employee.[C2]

The District will pay full salary during the time an employee is absent due to jury duty.

LEGAL REF.:

105 ILCS 5/10-20.7.

705 ILCS 305/4.1, Jury Act.

ADOPTED: September 1, 2022

REVISED: September 1, 2022

REVIEWED: November 4, 2021

Lincolnwood School District 74

PRESSPlus Comments

C1. State law does not provide a deadline, and a district cannot refuse to pay full salary to an employee who fails to follow the policy's deadline. **Issue 123, October 2026**

C2. Updated to align with the Jury Act, 705 ILCS 305/4.1(c). **Issue 123, October 2026**