

# UNITED SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: JURY DUTY

ADOPTED: December 9, 2008

REVISED:

<p>1. Authority 42 Pa. C.S.A. Sec. 4563</p> <p>2. Guidelines</p>	<p style="text-align: center;">342. JURY DUTY</p> <p>Regularly employed administrative, professional and support employees shall be protected against loss of pay for time served on jury duty.</p> <p>When an employee is notified of jury duty, s/he shall inform the Superintendent or immediate supervisor.</p> <p>Employees called for jury duty shall normally be permitted to serve and will not be penalized in any way. They shall receive normal pay for the period of jury duty, but any compensation received from jury duty in excess of actual expenses shall be credited against such pay.</p> <p>Time spent on jury duty will not be charged against personal leave and will count as time on the job.</p> <p>Employees must submit to their supervisor a record from the court of the number of days served.</p> <p><u>Subpoena And Summons</u></p> <p>If the subpoena or summons was a direct result of the employee executing his/her assigned duties, there will be no loss of pay, personal or vacation time.</p> <p>If the subpoena or summons is not related to the employee's assigned duties, s/he may be permitted to be absent from work and allowed to use personal days or days without pay.</p> <p>References:</p> <p>Protection of Jurors Employment – 42 Pa. C.S.A. Sec. 4563</p>
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