

HARRISBURG SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: JURY DUTY

ADOPTED: SEPTEMBER 17, 2012

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 employment for time served on jury duty.</p> <p>When an employee is notified of jury duty, s/he shall inform the building principal 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>While on jury duty, employees are required to report daily their schedule for the following day and must report to work when excused for half a day or more or suffer loss of pay for such period.</p> <p>The 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 county of the number of days served.</p> <p>References:</p> <p>Protection of Jurors Employment – 42 Pa. C.S.A. Sec. 4563</p>
--	---