

# CENTENNIAL SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: JURY DUTY

ADOPTED: October 10, 2017

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 their immediate supervisor and must complete 342-AR-0. Legal/Bereavement/Other Absence Request Form.</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. Employees are expected to work any part of a day or days when not required to be present for jury duty.</p> <p>Time spent on jury duty will not be charged against personal or sick 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>References:</p> <p>Protection of Jurors Employment – 42 Pa. C.S.A. Sec. 4563</p>
--	---