Book	Policy Manual
Section	300 Employees
Title	Jury Duty
Code	342
Status	Active
Adopted	June 1, 2022

Authority

Regularly employed administrative, professional, project staff and support employees shall be protected against loss of employment for time served on jury duty.[1]

Guidelines

When an employee is notified of jury duty, s/he shall inform the Administrative Director or designee.

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.

Time spent on jury duty will not be charged against personal leave and will count as time on the job.

Employees must submit to their supervisor a record from the court of the number of days served.

Employees on jury duty who are dismissed from duty one-half (1/2) day or more may be required to return to work, in accordance with provisions of an applicable compensation plan, individual contract, collective bargaining agreement or Joint Operating Committee resolution.

Legal

1. 42 Pa. C.S.A. 4563