

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: JURY DUTY

ADOPTED: March 20, 2002

REVISED:

# OLD FORGE SCHOOL DISTRICT

<p>1. Authority 42 Pa. C.S.A. 4563</p> <p>2. Guidelines</p>	<p style="text-align: center;">342. JURY DUTY</p> <p>Administrative employees regularly employed shall be protected against loss of pay for time served on jury duty.</p> <p>Should an employee be called for jury duty, s/he shall notify the Superintendent and/or Business Manager.</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>Regular paychecks for the period of jury duty will be withheld pending receipt of a statement from the employee as to compensation to be credited against normal 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>
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