

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: JURY DUTY

ADOPTED: September 21, 2006

REVISED:

CARLISLE AREA SCHOOL DISTRICT

<ol style="list-style-type: none"> 1. Authority 42 Pa. C.S.A. 4563 2. Guidelines 	<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.</p> <p>The district realizes serving on a jury is an individual's civic responsibility and right and, therefore, will make arrangements which permit the individual to serve, without penalty. 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 and returned to the district within forty-eight (48) working hours.</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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