

SUN AREA TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: JURY DUTY

ADOPTED: June 20, 2002

REVISED:

<p>1. Authority 42 Pa C.S.A. 4563</p> <p>2. Guidelines</p>	<p style="text-align: center;">542. JURY DUTY</p> <p>Classified employees regularly employed shall be protected against loss of pay occasioned by jury duty.</p> <p>Should an employee be called for jury duty, s/he shall report same to the Administrative Director or designee.</p> <p>Employees called for jury duty shall normally be permitted to serve and will not be penalized in any way for so doing. They shall receive normal pay for the period of jury duty, but any compensation received from jury duty that is in excess of actual expenses shall be credited against such pay.</p> <p>Adjustments for the period of jury duty shall be made as of the next following payroll check. The Business Office will be responsible for contacting the appropriate court to ascertain the per diem pay for the jury duty.</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 court of the number of days served.</p>
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