

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: JURY DUTY

ADOPTED: August 17, 2006

REVISED:

REVIEWED: May 15, 2025

342. JURY DUTY	
1. Authority 42 Pa. C.S.A. 4563	Administrative employees regularly employed shall be protected against loss of pay occasioned by jury duty.
2. Guidelines	<p>An employee called for jury duty, shall report same to the Administrative Director.</p> <p>Employees called for jury duty shall normally be permitted to serve and will not be penalized in any way for doing so. 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>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>