

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: CLASSIFIED EMPLOYEES

TITLE: JURY DUTY

ADOPTED: November 18, 2004

REVISED: August 17, 2006

REVIEWED: November 20, 2025

542. JURY DUTY	
1. Authority 42 Pa. C.S.A. 4563	Authority Classified employees regularly employed shall be protected against loss of pay occasioned by jury duty.
2. Guidelines	Guidelines Should an employee be called for jury duty, s/he shall report same to the immediate supervisor. 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. While on jury duty, employees are required to report to their immediate supervisor their schedule for the following day. The 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.