

WALLINGFORD- SWARTHMORE SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: JURY DUTY

ADOPTED: February 25, 2002

REVISED: March 23, 2015

342. JURY DUTY	
<p>1. Authority 42 Pa. C.S.A. Sec. 4563</p>	<p>Regularly employed administrative, professional and classified employees shall be protected against loss of employment for time served on jury duty.</p> <p>The district recognizes the duty of citizens to serve on jury duty when called. However, the district will request that administrative and professional employees be excused from jury duty during the school year.</p>
<p>2. Guidelines</p>	<p>When an employee is notified of jury duty, s/he shall immediately inform the Personnel Office. For administrative and professional employees, a letter may be sent to the court requesting that the employee be permitted to serve during the summer months.</p> <p>If the employee is required to appear, up to ten (10) days of paid leave may be provided for jury service. If the district grants paid leave for jury service, it is understood that the employee will submit his/her pay from the court to the Personnel Office.</p> <p>References:</p> <p>Protection of Jurors Employment – 42 Pa. C.S.A. Sec. 4563</p>