

# Palmyra Area School District

SECTION: CLASSIFIED EMPLOYEES

TITLE: JURY DUTY

ADOPTED: November 9, 1995

REVISED:

<p>1. Purpose</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 in accordance with the following guidelines.</p> <p>Should an employee be called for jury duty, s/he shall report same to the immediate supervisor.</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 such duty that is in excess of actual expenses shall be credited against such pay.</p> <p>While on jury duty, employees are required to report daily their schedule for the following day.</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 county of the number of days served.</p>
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