



Book	Policy Manual
Section	300 Employees
Title	Jury Duty
Code	342
Status	Active
Adopted	November 18, 2013

### **Authority**

Regularly employed administrative, professional and support employees shall be protected against loss of employment for time served on jury duty.[\[1\]](#)

### **Guidelines**

When an employee is notified of jury duty, s/he shall inform the immediate supervisor.

Employees called for jury duty shall normally be permitted to serve and will not be penalized in any way. They shall receive normal pay for the period of jury duty, but any compensation received from jury duty in excess of actual expenses shall be credited against such pay.

Legal [1. 42 Pa. C.S.A. 4563](#)  
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