

**NORTHERN
WESTMORELAND
CAREER AND
TECHNOLOGY CENTER**

SECTION: NON-INSTRUCTIONAL
EMPLOYEES

TITLE: JURY DUTY

ADOPTED: October 20, 2011

REVISED:

<p>1. Authority 42 Pa. C.S.A. 4563</p> <p>2. Guidelines</p>	<p style="text-align: center;">542. JURY DUTY</p> <p>Non-instructional employees regularly employed shall be protected against loss of pay occasioned by jury duty.</p> <p>Should an employee be called for jury duty, s/he 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 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.</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 court of the number of days served.</p>
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