

THE SCHOOL DISTRICT
OF PHILADELPHIA

SECTION: 300 Employees

TITLE: Jury Duty

ADOPTED: April 27, 1981

REVISED: January 18, 2018

342 JURY DUTY

Authority

Regularly employed administrative, professional and support employees shall be protected against loss of pay and/or employment for time served on jury duty.[1]__

Delegation of Responsibility

The Office of Talent shall be responsible for the implementation of this policy.

Mandated Regulatory Procedures

Employees called for jury duty shall be permitted to serve and will not be penalized in any way.

When an employee is notified of jury duty, s/he shall inform his/her supervisor and provide a copy of the summons prior to the date of service. After an employee has served jury duty, employee must submit a "Request for Absence" form to the supervisor, indicating the number of days served, corresponding dates, proof of service, and the reason for absence (other-jury duty).

If the jury is not in session for a day or more or the employee was not required to report to jury duty, the employee must report to his/her work location.

Legal References:

1. 42 Pa. C.S.A. 4563