

THE SCHOOL DISTRICT OF PHILADELPHIA

No. 342
Section: 300 Employees
Title: Jury Duty
Adopted: April 27, 1981
Revised: February 26, 2026

342 Jury Duty

Purpose

The purpose of this policy is to provide income protection, in accordance with law, while an employee carries out the civic responsibility of serving on a jury.

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 Board directs the Superintendent, or their designee, to develop administrative procedures to implement this policy.

Mandatory Procedures

Employees called for jury duty shall be permitted to serve and will not be penalized for serving on a jury, but must submit notifications and documentation in alignment with the administrative procedures for this policy.

When an employee is notified of jury duty, they shall inform their supervisor and provide a copy of the summons prior to the date of service. After an employee has served jury duty, the 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 their work location.

Legal References:

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