

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

342-AR-0. JURY DUTY

When an employee receives notice of impending jury duty, the following procedures should be followed:

1. The employee completes the Leave Request For Jury Duty and submits it, along with a copy of the notice, to the building principal or immediate supervisor.
2. The principal or supervisor will review and approve the request.
3. Approvals will be made utilizing the district's electronic request system.

After the employee has served the jury duty, the following procedures should be followed:

1. The employee is responsible to supply written documentation, dated and signed, stating the days served and the amount of money received, minus expenses, from the party requesting the employee's participation in jury duty.
2. The employee submits the documentation and the check for jury duty to the Business Office.
3. If the statement and check are in order, the Business Office staff will date, sign and process the check.

Time spent on jury duty will not be charged against personal leave and will count as time on the job.