

# MIDDLETOWN AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: JURY/WITNESS DUTY

ADOPTED: October 14, 1991

REVISED: August 14, 2006

<p>1. Purpose 42 Pa. C.S.A. 4563</p> <p>2. Guidelines</p>	<p style="text-align: center;">542. JURY/WITNESS DUTY</p> <p>Classified employees regularly employed shall be protected against loss of pay occasioned by jury duty in accordance with the following guidelines.</p> <p>Employees who are called to jury duty or who are subpoenaed to give testimony as a witness before a legally established judicial or administrative tribunal will be granted paid leave for such purpose.</p> <p>During such leave the employee shall be considered as being in regular daily attendance and shall suffer no loss of salary, benefits, etc. as a result of such leave. During this leave the district will pay the difference between any fee paid the employee and his/her regular daily salary. The employee is entitled to keep any reimbursement for mileage.</p> <p>Any employee who is a party to litigation causing his/her absence from work shall not be eligible for paid leave under this provision.</p> <p>In order to take a paid leave under this policy, the classified employee must promptly provide the Superintendent with a copy of the jury notice or subpoena compelling their appearance in court or at an administrative proceeding after it is received.</p> <p>The employee must promptly return to work after their jury service is completed. Employees serving as alternative jurors must return to work after being excused, and should not await the results of the proceeding. If the court or tribunal schedules days off during any jury service, the employee is expected to report to work on those days off.</p> <p>Employees subpoenaed to testify as a witness must make all reasonable efforts to limit their absence from work to the period of time they actually testify in the proceedings.</p>
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