

**EMPLOYEES**

**Series 400**

Policy Title Classified Employee Jury Duty Leave Code No. 414.06

The board will allow classified employees to be excused for jury duty unless extraordinary circumstances exist. The superintendent has the discretion to determine when extraordinary circumstances exist.

Employees who are called for jury service will notify the direct supervisor within twenty-four hours after notice of call to jury duty and suitable proof of jury service pay must be presented to the school district. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

Classified employees will receive their regular salary. Any payment for jury duty is turned over to the school district.

**Legal Reference:**

Iowa Code §§ 20.9; 607A (2013).

**Cross Reference:**

414.00 Classified Employee Vacations and Leaves of Absence

Date of Adoption: May 13, 2014 (Revised)

Related Administrative Rules and Regulations: \_\_\_\_\_