

## **EMPLOYEES**

### **Series 400**

Policy Title Licensed Employee Jury Duty Leave Code No. 409.06

The board will allow licensed 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.

Licensed employees will receive their regular pay. Any payment for jury duty will be paid to the school district.

**Legal Reference:**

Iowa Code §§ 20.9; 607A (2013).

**Cross Reference:**

409.00 Licensed Employee Vacations and Leaves of Absence

**Approved:** May 13, 2014

**Reviewed:** March 16, 2021

**Revised:** May 13, 2014