

CLASSIFIED EMPLOYEE JURY DUTY LEAVE

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. When the classified employee is dismissed from jury duty, the employee shall report to the superintendent. The employee shall be required to perform the employee's duties remaining to be completed that day.

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 Classified Employee Vacations and Leaves of Absence

Approved 01/1993

Reviewed 08/08/02
06/12/08
03/11/13

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