

## 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. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.

Suitable proof of jury service pay must be presented to the school district payroll department. Classified employees may keep the check received for jury service and a deduction will be made from the employee's pay for the amount paid as jury service.

Legal Reference:  
Iowa Code §§ 20.9; 607A (2013).

Cross Reference:  
414 Classified Employee Vacations and Leaves of Absence

Approved: April 12, 2004

Reviewed: May 11, 2015

Revised: May 10, 2010