

JURY DUTY LEAVE/COURT APPEARANCES

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 or court appearances shall notify their direct supervisor within twenty-four hours after notice of call to jury duty or court appearance 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 or court appearance during regular working hours. The superintendent will decide the one hour guideline on a case-by-case basis.

Licensed employees will receive their regular salary. Any payment for jury duty shall be paid to the school district less mileage.

LEGAL REF.: Iowa Code 20.9; 607A
I.A.C. – 11-63.12(8A)

CROSS REF.: 409 Certified Employee Vacations & Leaves of Absence

Date of Adoption: **January 8, 1968** Reviewed: **December 2016** Revised: **January 13, 1992**
July 8, 2002
May 8, 2006
January 9, 2012
October 12, 2020