

CLASSIFIED EMPLOYEE JURY DUTY LEAVE/COURT APPEARANCES

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 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.

Classified 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.: 414 Vacations and Leaves of Absence

Approved **January 8, 1968**

Reviewed **December 2016**

Revised **February 10, 1992**
August 10, 2002
June 12, 2006
January 9, 2012
February 8, 2021