

STAFF PERSONNEL

Code No. 409.6

Policy Title: **LICENSED EMPLOYEE JURY DUTY LEAVE**

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 shall 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 salary. Any payment for jury duty shall be paid to the school district.

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

Cross Reference: 409 Licensed Employee Vacations and Leaves of Absence

Approved: September 23, 1998

Reviewed: January 16, 2002

Reviewed: December 21, 2011

Reviewed: January 20, 2016