

## SAYDEL COMMUNITY SCHOOL DISTRICT

### 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 duty will notify the direct supervisor within twenty-four hours after notification. Suitable proof of jury duty 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 will 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:** 2-17-97

**Reviewed:** May 2018

**Revised:** May 2018