

EMPLOYEES - Series 400

414 Support Employee - Vacation/Leave of Absence

414.9 Jury Duty

Regular full-time employees required to report for or serve in jury service on any workdays shall be paid a full basic workday's pay for each such day, less any remuneration received by the employee for jury service, provided the employee furnishes satisfactory evidence that jury duty was performed on the days for which he/she claims payment.

When an employee is excused from jury service, either temporarily or permanently on any workday, the employee shall promptly report to his immediate supervisor and shall complete any remaining hours of his workday if required.

Adoption Date: December 12, 2000

Review Date: March 13, 2008

Revision Date:

Legal Reference: Iowa Code Sections 20.9; 607.2; 607.3