

**OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE**

Name of Policy: **JURY/COURT DUTY/MILITARY LEAVE**

Policy: It is the intention of the Ottumwa Public Library to cooperate fully with the court and allow an employee time off with pay to appear for jury/court duty. This will enable the employee to avoid economic hardship while fulfilling their civic duty. Time needed to fulfill jury/court duty will be considered scheduled time away from work if the employee notifies their employer at the time of the notice from the courts.

It is also the intention of the Ottumwa Public Library to cooperate fully with the United States Armed Forces. In the event an employee is involuntarily called to active duty, the Library will place the employee on an unpaid military leave of absence.

Procedure:

- a. An employee shall be given time off from work without loss of pay when performing jury/court duty or when subpoenaed to appear before a court for Library business.
- b. To receive payment, an employee must provide payroll with a certificate of attendance. This certificate must state full or half day attendance and can be obtained by the court clerk. Any jury fees, excluding mileage allowance, received by the employee for jury/court duty during normal working hours shall be the property of the Library and the employee shall endorse the check over to the Library.
- c. Regardless of scheduled shift, if the employee is informed by the court prior to reporting to jury duty that it is not necessary to serve, the employee must report to work as usual for the remainder of their shift.
- d. Jury/court duty does not apply towards federally mandated overtime hours.

- e. Employees are eligible for military leave in accordance with State and Federal law.
- f. Upon release from active military duty, the Library intends to place the employee in a similar position with the same number of hours and shift assignment. The employee must notify the Library of their intent to return to work within 90 days of the discharge of release from active duty. Failure to do so will release the Library from any employment obligation.

Date revised: 12 January 2009

By: Ottumwa Public Library Board of Trustees

Date revised: 10 September 2007

By: Ottumwa Public Library Board of Trustees