

## **CIVIC DUTY LEAVE**

**POLICY:** It is the policy of Black Hawk County to grant a paid leave of absence to its non-bargaining employees who are summoned for jury duty or who do not have at least three consecutive hours of non-work time available to vote.

**SCOPE:** This policy applies to all Black Hawk County non-bargaining employees. Whenever the provisions of this policy are in conflict with federal or state laws or regulations, the provisions of the laws or regulations shall prevail.

**JURY DUTY:** In accordance with Iowa Code Chapter 607A, each employee shall be entitled to a paid leave of absence for the time spent serving on a jury during the employee's regular work schedule. Jury duty leave is available for the period of time covered by the initial summons or court order and any involuntary extensions.

The employee shall promptly notify his/her Department Head of the jury duty obligation so that arrangements can be made to cover the employee's work during his/her absence. To receive payment for jury duty, the employee must submit proof of serving on a jury and reimburse the County for the daily service or attendance compensation he/she receives for jury service. Employees are expected to report to work during regular work hours when not in court.

**VOTING LEAVE:** Employees are encouraged to take advantage of polling hours to vote prior to the beginning or following the end of the workday. If an employee's work schedule does not allow a total of three (3) consecutive hours of non-working time in the period between the time of the opening and the closing of the polls, the employee may request, in writing, paid time off to vote. Such a request must be made to the Department Head prior to the date of the election, and the Department Head or his/her designee shall designate the period of time to be taken for voting leave.