

**DIRECTIVE NUMBER 300-13-12**

**DATE:** February 15, 2013

**TO:** All Kansas Department of Labor Employees

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Jury Duty and Other Required Appearances

**1.0 Purpose**

1.1 KDOL employees who are called for jury duty or for other required appearances will be granted leave with pay according to the provisions of K.A.R. 1-9-8. Employees will not be granted leave with pay in situations in which the employee is called as a witness on the employee's behalf in an action in which the employee is a party.

**2.0 Policy**

- 2.1 Employees shall notify his/her supervisor of leave requirements as soon as possible.
- 2.2 Employees should give a copy of the court summons or subpoena to their supervisor as soon as it is received.

**3.0 Reference**

3.1 K.A.R. 1-9-8

**4.0 Inquiries**

4.1 Contact HR by email at [human.resources@dol.ks.gov](mailto:human.resources@dol.ks.gov) or at 785-296-5000 ext. 2565

**5.0 Revision History**

- 5.1 April 2016
- 5.2 January 2017

*Signature on file*  
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Lana Gordon, Secretary of Labor

Rescissions: 300-01-04	Expiration Date: Continuous
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