

EMPLOYMENT LAW SUMMARY

Iowa: Employee Leave Laws—Overview



Because You're Different

Employers may provide their employees with various types of paid or unpaid leave as part of their overall compensation packages, including vacation time, personal leave and sick leave. Employers have some flexibility when it comes to establishing or negotiating employee leave policies. However, Iowa employers must comply with state employment laws requiring employee leave for specific purposes. (Employers must also follow federal laws, such as the Family and Medical Leave Act, that require employee leave.)

Iowa has state laws that mandate:

- Jury duty and witness leave;
- Voting leave;
- Elected official leave;
- Armed forces leave; and
- Pregnancy disability leave.

The chart below provides a high-level overview of Iowa's employee leave laws.

Iowa Employee Leave Laws

TYPE OF LEAVE	REQUIREMENTS
Jury duty and witness leave	<p>Employers must provide employees with unpaid time off to respond to a jury duty notice, serve as a juror or attend court for prospective juror service. However, a salaried, exempt employee's wages may not be reduced due to an absence related to jury service.</p> <p>Employers must also allow unpaid leave to any employee serving as a witness in a criminal proceeding or as a plaintiff, defendant or witness in a civil proceeding.</p> <p>Employers may not discharge, threaten to or take adverse actions against employees taking leave to serve as a juror or witness.</p>
Voting leave	<p>An employer must provide paid leave to an employee to vote to the extent he or she will have at least three consecutive hours (including nonworking time) when the polls are open to do so. Leave must be requested in writing prior to the election and employers may designate the period of leave.</p>
Elected official leave	<p>Employers with 20 or more full-time employees must grant unpaid leave to any employee who is:</p> <ul style="list-style-type: none">-Elected to serve in a municipal, county, state or federal office (except where prohibited by federal law); or-A volunteer on a state government board, commission, committee, council or task force. <p>Leave must be granted without loss of seniority and benefits earned. An elected employee must submit a written application to his or her employer to notify the employer of the leave of absence.</p>

TYPE OF LEAVE	REQUIREMENTS
Armed forces leave	<p>Employers must grant unpaid leave to eligible employees who are called to active duty, for the duration of the active duty. Eligible employees include non-temporary employees who are members of the National Guard (of Iowa or of any other state), U.S. armed forces or Coast Guard Reserves, U.S. Coast Guard or Civil Air Patrol, including reserve or civil air patrol units of another state.</p> <p>Employees returning from active duty must be reinstated to a position of like seniority, status and pay. In addition, any leave taken cannot affect the employee's rights to vacation, sick leave, bonus or other employment benefits related to his or her employment.</p> <p>Employers may require documentation of the employee's satisfactory completion of the active duty or service and that he or she is able to perform the duties of the position.</p>
Pregnancy disability leave	<p>Employers with four or more regular employees must grant up to eight weeks of unpaid leave to an employee who is disabled by pregnancy, childbirth or related medical condition. Leave due to pregnancy, childbirth or related medical condition must be treated the same as leaves for other types of temporary disabilities. This includes written policy plans as well as written and unwritten employment practices involving leave running concurrently with other statutorily provided leave, ability to take leave intermittently, requiring use of available paid leave, availability of extensions, reinstatement, and start and duration of leave.</p> <p>Employees are required to provide the same notice to their employers as is required for other disability leaves, or "timely notice" if no other disability leave is available. Employers can require verification of the employee's disability.</p>

SPECIAL NOTE: The information in this chart focuses on statewide laws. Employers are advised that cities, towns and counties across the country have also enacted ordinances that require employers to provide employee leave. Employers must generally comply with both the local ordinance and statewide law where they apply.

More Information

The Iowa Division of Labor has published [answers](#) to frequently asked questions that include employee leave information. Contact Heffernan Insurance Brokers for more information on employee leave laws in Iowa.

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