

Title **Staff Veteran's Day Policy**

Summary States that veteran employees are entitled to time off for Veteran's Day.

Policy Statement A provision in the Iowa Code requires employers to provide veteran employees time off for Veterans Day. Employees must document their veteran status by providing a copy of their federal certification of release or discharge from active duty, or such similar federal document. Eligible employees are required to provide written notice to their supervisor in a timely manner. The day off is unpaid unless the employee uses vacation or personal leave.