

JURY DUTY REQUEST

Date: _____

Employee Name: _____

Work Location: _____

Please check one of the following:

☐ I have received a request to serve on Jury Duty for the month of _____

My supervisor has approved this request. I understand I will continue to receive my regular wage from the school district for any day I am requested to report to jury duty if it is one of my regularly paid workdays.

I further understand that if I am not selected to serve on a jury on any day I have reported, I am to return to my job for the remainder of the day; or I may take personal leave hours (if I have personal leave hours in my account) for the remainder of the day. I will complete an Employee Request for Absence form upon my return to work the following day.

☐ I have received a request to serve on Jury Duty for the month of _____

My supervisor and I have determined this is not a good month for me to be absent from my job. I would like to request that the Superintendent's Office write a letter on my behalf requesting a deferral to another month, or to be excused all together from jury duty, for the following reason(s):

I understand this letter will be written and forwarded to me to send to the court in a timely manner.

Employee Signature_____
Date_____
Supervisor Signature_____
Date_____
H.R. Department_____
Date