

REQUEST FOR JURY DUTY LEAVE PAY

To \_\_\_\_\_ School \_\_\_\_\_  
(Employee's Supervisor)

From \_\_\_\_\_  
(Employee's Name)

This is to certify that I was on jury duty service on the following dates:

\_\_\_\_\_

In the \_\_\_\_\_  
(Name Court)

I hereby claim regular compensation for such days pursuant to language of the collective bargaining agreement.

I receiving jury duty in the amount of \$ \_\_\_\_\_ per day in the total amount of \$ \_\_\_\_\_.

Enclosed is my check in the amount of \$ \_\_\_\_\_ representing jury duty service received, minus mileage allowance by the Court. I am retaining mileage allowance in the amount of \$ \_\_\_\_\_. A photocopy of the check from the Court is attached for verification.

\_\_\_\_\_  
Employee Signature

Please return to the Human Resources Office