

INDEPENDENT SCHOOL DISTRICT 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potential

Series Number 405.3P Adopted December 1977 Revised August 2012

Title Jury Duty Pre-Approval

The employee must complete this form and sent it to the Payroll Department within three days of receiving a jury duty notice.

Note: When an employee returns to work after jury duty is completed, he or she must submit an employee absence report with a certificate from the county stating the number of days and dates served. If applicable, a deduction will be made on the next paycheck.

I hereby give notice of my absence from work to participate in jury duty service. Attached is a copy of the request I received from _____ (county court) for jury duty beginning on _____ (month) _____ (date) _____ (year).

Name of employee (please print) _____

Employee classification:

- | | |
|--|--|
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Food Service |
| <input type="checkbox"/> Building Chief | <input type="checkbox"/> Non-licensed Specialist |
| <input type="checkbox"/> Bus Driver/Chaperone/Crossing Guard | <input type="checkbox"/> Special Staff |
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Teacher/Nurse |
| <input type="checkbox"/> Custodial | <input type="checkbox"/> Vehicle Technician |

Signature of employee _____ Date _____

Signature of principal or supervisor _____ Date _____

DISTRICT OFFICE USE ONLY

Notification received _____ (date)

Payroll Department