

**JURY DUTY LEAVE**

For pay period beginning \_\_\_\_\_ and ending \_\_\_\_\_

Name of person absent \_\_\_\_\_

Date(s) absent \_\_\_\_\_

Number of days absent \_\_\_\_\_

Signed \_\_\_\_\_ Date of report \_\_\_\_\_

An employee shall be released from all duties and responsibilities at the school when is appointed to serve as a juror or court subpoenaed witness, and such services conflict with school duties. This is to be in effect only as long as the employee is on the jury or required to appear as a subpoenaed witness. The employee shall be paid the difference between regular salary and the remuneration received for serving as a juror or subpoenaed. Such leave shall not be deducted from any other type of leave. (See Master Contract, Article 11)

Customary practice is to turn in the endorsed check/cash from the Court to the Treasurer's Office. There will be no deduction from payroll if funds are received.