



Application for Court Duty Leave

Employee Name _____ Today's Date _____

Building _____ School Year _____

The undersigned hereby applies for the following court duty leave:

_____ Jury Duty Date/Dates _____

_____ Subpoenaed to Appear Date/Dates _____

Please attach a copy of the summons to this form when submitting.

Employee's Signature _____ Total Days Requested _____

Principal/Supervisor _____ Date _____

_____ Approved	_____ Denied _____ <small>Reason</small>
_____ Without Pay	
Superintendent Signature _____	Date _____