

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

APPLICATION FOR JURY SERVICE LEAVE

_____	_____
Name (Last, First, Middle)	Job Title
_____	_____
Employee ID # (EID #)	(School/Department)

Leave of absence for jury service shall be granted to an employee who has been officially summoned to jury duty in local, state, or federal court. Leave shall be granted for the period of the jury service. The employee shall receive full pay while on leave provided that the jury service fee for such leave is assigned to and the Certification of Jury Service is submitted to the district. Request for Jury Service Leave should be made by presenting an official Certification of Jury Service to the Human Resources Department within 5 working days after the completion of the jury service.

I certify that I served Jury Duty for the following dates and have attached the official Certification of Jury Service to this application.

Dates: From: _____ To _____ TOTAL = _____ DAYS

_____	_____
(Signature)	(Date Submitted)



I am aware of this request for a leave of absence.

_____	_____	_____
(Principal/Supervisor)	(School/Location)	(Date)



HUMAN RESOURCES USE ONLY

Received in Human Resources and Authorized by:

_____	_____
(Administrator's Signature)	Date