

HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

APPLICATION FOR JURY SERVICE LEAVE

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

- 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 without loss of pay for the period of jury service.
- Jury service attendance fees paid to the employee by the court shall be submitted to the district.
- Mileage, parking or other reimbursement shall be retained by the employee.
- (Add PC rule regarding returning to work if dismissed early)

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 I served Jury Duty on the following dates, have attached the official Certification of Jury Service to this application, and acknowledge it is my responsibility to submit any payment received from the court for jury service to the District Accounting Department.

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 |