

JURY DUTY LEAVE

When summoned to report for jury duty, you should immediately notify your building principal. Upon receipt of your payment from the Clerk of Courts for your time served you should bring said payment to the Treasurer's office. You will then be paid your regular wages for the time served as a juror.

Employee _____

Date/Dates Served _____

Number of Days _____

Substitute _____

Signature of Employee

The Treasurer received \$_____ from the above employee on _____. It was posted to receipt #_____ as a reduction of salary appropriation code _____.