

Jury Duty Leave

NOTE TO EMPLOYEES: You should promptly notify your supervisor of your required jury service, but this form should not be submitted until conclusion of your jury duty service. Your Department at their discretion may require that you submit proof of attendance.

Employee Name _____

Employee ID _____

Department _____

I was on jury service for _____ days, from _____ to
_____ (last day served).

Signature _____

Date _____