

Jury Leave Affidavit

THIS AFFIDAVIT IS ESSENTIAL FOR PAYROLL PURPOSES. PLEASE COMPLETE THE FORM WITH CARE AND RETURN IT AS IDRECTED BY THE PRINCIPAL/DESIGNEE.

JURY LEAVE: GRANTED UNDER THE TERMS OF POLICY 03.1237

Date(s) of jury leave: _____

Total Days: _____

- Employee signs over court-issued jury duty check (less expense monies)
- Employee reimburses the District for jury pay (less expense monies)

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Signature of Superintendent/Designee

Date

Employee's Signature

Date