



APPLICATION FOR LEAVE OF ABSENCE FOR JURY DUTY

Jury service is one of the most important civic duties. The protection of rights and liberties of litigants in courts is largely achieved through the teamwork of judge and jury. Thank you for performing your civic duty.

Print Name: \_\_\_\_\_

Building: \_\_\_\_\_

Assignment/Title: \_\_\_\_\_

I am applying for leave due to receiving an Official Jury Summons.

Dates of Jury Duty: \_\_\_\_\_

**Choose One:**

\_\_\_\_ My Jury Duty will be for full days of absence from work.

\_\_\_\_ My Jury Duty will be determined daily by the Court and there may be days that I will not be scheduled for jury service and in that case would continue my daily routine (work). (Note: the Jury Summons would state this)

**Attach your Official Jury Summons to this notification of your required Jury Duty.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Upon your return, you will need to complete the Staff Report of Personal Absence and attach proof of your completed Jury Duty to the form.

Return to Human Resources as soon as possible.