

JURY DUTY REQUEST

EMPLOYEES WILL BE PAID UP TO 3 DAYS OF JURY DUTY

*****MUST BE APPROVED 2 WEEKS PRIOR TO JURY DUTY*****

BRING BACK JURY SERVICE ATTENDANCE CERTIFICATION

MUST BE EMPLOYED FOR 6 MONTHS TO QUALIFY FOR PAY

TODAY'S DATE: _____

EMPLOYEE NAME: _____

DATE OF JURY DUTY: _____

COMMENTS: _____

EMPLOYEE SIGNATURE: _____

SUPERVISOR SIGNATURE: _____

HERRING SIGNATURE: _____

PLEASE MAKE A COPY FOR ACCOUNTING

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