

Delano Public Schools #879
JURY DUTY LEAVE FORM

Any employee involuntarily called upon to serve as a juror in a federal or state court shall be granted a leave of absence by the School District for that purpose and for those days the employee is required to be in Court. The employee shall receive all pay and other benefits that would have accrued had the employee been working during the period of absence for jury duty, less all per diem allowance and expenses received for such duty.

I was called to serve on a jury during the following dates:

I understand that the Delano School District will continue to pay me my normal salary or hourly wage for the days that I was on jury duty. **I also agree to reimburse the Delano School District an amount equal to any jury duty pay I receive (minus mileage and meal allowance). I will do this not later than one week after receiving a jury duty check.**

Name of Employee

Date