

ST. LOUIS PARK PUBLIC SCHOOLS
St. Louis Park, Minnesota

REQUEST FOR JURY DUTY LEAVE PAY

To _____ School _____
(Employee's Supervisor)

From _____
(Employee's Name)

This is to certify that I was on jury duty service on the following dates:

In the _____
(Name Court)

I hereby claim regular compensation for such days pursuant to language of the collective bargaining agreement.

I received jury duty in the amount of \$ _____ per day and in the total amount of \$ _____.

Enclosed is my check in the amount of \$ _____ representing jury duty service received, minus mileage allowance allowed by the Court. I am retaining mileage allowance in the amount of \$ _____. A photocopy of the check from the Court is attached for verification.

Employee Signature

Please return to the Human Resources Office