



PENN-HARRIS-MADISON SCHOOL CORPORATION

JURY DUTY REPORTING FORM

When an employee has jury duty or is subpoenaed as a witness in a trial, they should contact their supervisor as soon as possible, enter the leave request in Aesop/AOD and submit this form to the Payroll Department, signed. The employee is entitled to their regular salary, less the amount they are paid for service they are called to render (during normal work hours).

Be sure to call the court the night before you are to report for jury duty or to serve as a witness. If it gets cancelled, you cannot take the day for jury duty. When you receive your check from the court for your services (which takes 4-6 weeks from the date of services), you will need to make a copy of the check before you cash it and send the copy to the Payroll Department at ESC. We will then make the adjustment to your paycheck (you can keep the amount for mileage). If you are paid for after-hours work for your service, you are entitled to keep that pay.

TODAY'S DATE: _____

EMPLOYEE NAME: _____

SCHOOL/LOCATION: _____

POSITION: _____

DATE(S) SERVED COUNTY JUDGE: _____

I will/have received \$_____ compensation (Leave blank until known) for the services stated above. I have attached a copy of the check received and understand that I may cash the check from the court.

IMPORTANT: Attach documentation from the court stating the duty, amount paid per day, the date, and length of time served. It is your responsibility to ask for paperwork from the court, if they do not furnish it. If there are 2 or more hours left in the work day after travel time, you are expected to return to work to finish your day.

I understand the daily amount paid will be deducted from my regular payroll check.

Date: _____ Employee Signature: _____