****

**JURY DUTY/MILITARY LEAVE ABSENCE**

1. Employee’s Name
2. Employee's Department
3. Type of Leave: [ ]  Local Jury Duty [ ]  Federal Jury Duty [ ]  Military Leave
4. Period of Absence

In order to substantiate my need for paid time off to perform jury duty or military service, attached is a copy of my Jury summons or military orders and my time card indicative "JUR" for jury duty or "MIL" for military leave for the appropriate dates.

I am also aware that all jury duty fees must either be waived or turned over to the county to partially offset the cost of the salary and benefits paid to me while I am on jury duty.

Signature of Employee Date