

DEFOREST AREA SCHOOL DISTRICT



Jury Duty Form

Date: _____

Name _____

Dates of Jury Duty: To: _____ From: _____

Gross Wages for Jury Duty \$ _____

Less: Mileage, parking, meals paid by courts \$ _____

Balance (net amount earned) to be returned to the District \$ _____

Please be aware that you are excused for Jury Duty and will be paid by the District for work time. The net amount earned from Jury Duty should be returned to the District to avoid double payment.

Attach statement received from the court, outlining Jury Duty pay and a check, payable to DeForest Area School District, to this form and submit to Human Resources upon receipt of Jury Duty pay.

Employee's signature

Date

DASS CBA, Article - Leaves, Jury Duty: Employees called for jury duty will be granted leave at full pay less the amount of pay received from the court, excluding stipends for mileage, meals and parking.

DAEA CBA, Article - Leaves, Jury Duty: Employees called for jury duty will be granted leave at full pay less the amount of pay received from the court.

*The difference of pay (between regular salary and jury duty pay) is handled by the employee receiving full salary during jury duty and then submitting their jury duty pay received from the court to the District.