

Magnolia School District

2705 West Orange Avenue • Anaheim, California 92804-3298 • (714) 761-5533 • FAX (714) 761-3731

Certificated Jury Duty Form

Employee Name

Location

Choose One:

- 1) _____ Employee has served more than 5 days of jury duty. I informed the judge of the 5 day limit per the MEA contract; however additional days were required to be served.

_____ days have been served as additional days and are being requested to be paid. (**Attach required letter explaining situation.**)

- 2) _____ Employee has postponed jury duty service to an off track period.

_____ Days to be paid at the long term sub rate (up to 10 days).
(DOCUMENTATION OF ORIGINAL JURY DUTY NOTICE AND POSTPONED JURY DUTY SERVICE MUST BE ATTACHED.)

Employee Signature

Date

Supervisor Signature

Date

Approved by:

Assistant Superintendent,
Human Resources & Technology

Date