

# Jury Duty and Civic Leave Request Form

Instructions: Please complete this form to request leave for jury duty or other approved civic duties. Print the completed form and submit it to your supervisor along with a copy of your official summons, subpoena, or documentation.

## Employee Information

Employee Full Name:   
Employee ID Number:   
Department:   
Supervisor Name:

## Leave Details

Type of Civic Leave (Jury Duty, Witness Subpoena, etc.):   
Start Date of Leave:   
End Date of Leave:   
Total Number of Hours/Days Requested:

## Documentation Verification

Is official documentation attached? (Yes/No):   
Name of Court or Issuing Authority:

## Acknowledgment and Signatures

I certify that the information provided on this form is accurate and that the requested leave is for the sole purpose of fulfilling my civic responsibilities as detailed in the attached documentation.

Employee Signature:  Date:   
Supervisor Signature:  Date:   
HR Representative Signature:  Date: