

LEAVE OF ABSENCE NOTIFICATION

JURY DUTY/WITNESS/TESTIFY

TIEA Employees

NAME _____ ASSIGNMENT _____

Under Article 12 of the Master Agreement, I hereby give notification of my absence for the following:

_____ (check one): _____ all day _____ part of the day
date(s) if partial day, please specify time: _____

_____ (check one): _____ all day _____ part of the day
date(s) if partial day, please specify time: _____

The nature of my absence is as follows:

_____ Jury Duty	_____ Subpoenaed to Testify Related to Your Employment
_____ Testify in Fact-Finding	_____ Testify in Arbitration
_____ Court Appearance as Witness Connected to Your Employment	

Master Agreement, (Paid Leaves) Article 12.11

12.11 Any member called for jury duty during school hours shall be paid his/her full salary for such time. The amount received for jury duty minus any reasonable and necessary expenses incurred in performing jury duty shall be reimbursed to the Board.

Master Agreement, (Paid Leaves) Article 12.12

12.12 Any member who is subpoenaed to testify during school hours in any judicial or administrative matter related to the member's employment with the Board, or who is asked to testify in any arbitration or fact-finding, shall be paid his/her full salary for such time.

My signature below indicates that I am fully aware of all conditions listed above and that all responses are correct to the best of my knowledge.

Signature of TIEA Employee

Date

ACKNOWLEDGMENT:

Date Received by Supervisor

☐ The above date(s) of notification have met all the conditions of the Master Agreement.

☐ The above date(s) have not met the conditions.

Signature of Supervisor

Date

Distribution: Applicant ♦ Payroll ♦ Supervisor ♦ Personnel File