

LEAVE OF ABSENCE NOTIFICATION
JURY DUTY/SUBPOENAED
TIPPA Employees

NAME _____ ASSIGNMENT _____

Under Section 13.3 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 in Matter Directly
Related to Employment with District

Master Agreement, (Paid Leaves) Article 13.3

13.3 Any employee called for jury duty during working hours or who is subpoenaed to testify in a matter that is directly related to his/her employment with the District shall be paid his/her full salary for such time. If an employee is released from court two and one-half (2-1/2) hours or more prior to the end of his shift, he must contact his supervisor for direction for the balance of that working day. The amount received for jury duty or a witness fee provided by the court shall be reimbursed to the Board except for mileage and meal allowance and except for any amount earned on jury duty or as a witness that is over and above the normal work day wages.

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 TIPPA 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 - Admin Supervisor - Personnel File