

INDEPENDENT SCHOOL DISTRICT 196  
Rosemount-Apple Valley-Eagan Public Schools  
*Educating our students to reach their full potential*

Series Number 405.3P Adopted December 1977 Revised August 2012

Title Jury Duty Pre-Approval

The employee must complete this form and sent it to the Payroll Department within three days of receiving a jury duty notice.

Note: When an employee returns to work after jury duty is completed, he or she must submit an employee absence report with a certificate from the county stating the number of days and dates served. If applicable, a deduction will be made on the next paycheck.

I hereby give notice of my absence from work to participate in jury duty service. Attached is a copy of the request I received from \_\_\_\_\_ (county court) for jury duty beginning on \_\_\_\_\_ (month) \_\_\_\_\_ (date) \_\_\_\_\_ (year).

Name of employee (please print) \_\_\_\_\_

Employee classification:

- |  |  |
|--|--|
| <input type="checkbox"/> Administrator                       | <input type="checkbox"/> Food Service            |
| <input type="checkbox"/> Building Chief                      | <input type="checkbox"/> Non-licensed Specialist |
| <input type="checkbox"/> Bus Driver/Chaperone/Crossing Guard | <input type="checkbox"/> Special Staff           |
| <input type="checkbox"/> Clerical                            | <input type="checkbox"/> Teacher/Nurse           |
| <input type="checkbox"/> Custodial                           | <input type="checkbox"/> Vehicle Technician      |

Signature of employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of principal or supervisor \_\_\_\_\_ Date \_\_\_\_\_

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**DISTRICT OFFICE USE ONLY**

Notification received \_\_\_\_\_ (date)

\_\_\_\_\_  
Payroll Department