**Jury Duty Leave Request Form**

*For Employees Summoned for Jury Service*

1. **Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name |  | Employee ID / Department |  |
| Job Title |  | Contact Number |  |
| Email Address |  |  |  |

1. **Jury Duty Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Court Name |  | Court Address |  |
| Summons Date |  | Jury Service Start Date |  |
| Expected End Date (if known) | \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ | Copy of Jury Summons Attached? | ☐ Yes  ☐ No |

**C. Leave Request**

I hereby request **Jury Duty Leave** for the duration of my required service.  
I understand that I must provide proof of attendance from the court at the end of each day or upon completion of service.

**Employee Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_

1. **Supervisor/Manager Review**

|  |  |  |  |
| --- | --- | --- | --- |
| Supervisor Name |  | Supervisor Comments |  |
| Approved? | ☐ Yes  ☐ No | Supervisor Signature |  |
| Date | \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ |  |  |

1. **HR Department Use Only**

|  |  |  |  |
| --- | --- | --- | --- |
| Leave Type Recorded |  | Paid or Unpaid (per company policy) |  |
| Additional Notes |  | HR Signature |  |
| Date | \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_ |  |  |