



**JURY/WITNESS
LEAVE REQUEST**

Name

Department

Please check one: Jury Duty Witness Duty

Court (municipal, county, state, federal)

Date of Assignment

I understand that during the time that I am assigned to jury/witness duty, Lewis University will continue to compensate me at my full wage/salary. Further, I understand that I must return to work on days not assigned or released from duty early (one-half day or more remaining).

A copy of the summons to serve jury/witness duty is attached.

No less than 15 working days following jury/witness duty, I will remit to the University the remuneration received for said leave, exclusive of travel, parking, meals, and lodging requirements. Failure to do so will result in a payroll deduction to cover the remunerative amount.

Note: Reimbursement to the University may be paid by either:

- (1) Signing over the court's check to the University; or
- (2) A personal check made payable to the University.

These arrangements are to be made with the Office of Human Resources upon return from jury/witness duty.

Employee Signature Date

Unit Head Signature Date

* *

for Human Resources use:
days of duty: _____

amount: _____

Human Resources Rep

date