



**ADMINISTRATOR JURY DUTY/RESPONSE TO SUBPOENA
ABSENCE REQUEST FORM**

Employee Name / Employee ID No.

Request the Following Dates: _____

Important Information:

- All Administrators must report absences in iVisions

Jury Duty / Response to Subpoena – Attach court document(s)

(See FAQs on Jury Duty on TM web site for more information)

Jury duty absence for employees is allowed with regular pay less jury duty pay without any deduction of Authorized Compensatory Absences. Verification of jury duty must be submitted with this absence request form. ACA day(s) used for jury duty absence will only be reinstated when proper documentation is received in Talent Management.

If an employee is subpoenaed to appear in court in a matter in which he/she is not a party, the employee may take the time, less subpoena pay excluding expenses, without any deduction of ACA, provided appropriate documentation (e.g. a copy of the subpoena) is received in Talent Management with this absence request form.

Employee Signature / Employment Site / Date

TALENT MANAGEMENT ONLY:

Approved

Not Approved

Comments:

Talent Management – Signature

Date

Please scan and email to TM Specialist at nbran@kyrene.org or mail to Mail Stop #13.