



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

\_\_\_\_\_  
Employee Name - **Please Print** / Employee ID No.

Request the Following Dates: \_\_\_\_\_

**Important Information**

- All absences must be reported in Absence Management, even if a substitute is not required.
- Absences requiring a substitute: may be used and reported in a minimum of four (4) hour increments and ½ hour increments thereafter.
- Absences not requiring a substitute: may be used and reported in a minimum of one (1) hour increments, and ½ hour increments thereafter.
- Full-time/ full-day: report as eight (8) hours

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

Jury duty absence for employees is allowed with regular pay less jury duty pay. Personal day(s) used for jury duty absence will be reinstated when proper documentation is received in Talent Management with this form. 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 without any deduction of Personal day(s) used for the absence, when appropriate documentation is received in Talent Management with this form.

\_\_\_\_\_  
Employee Signature / Employment Site / Date

**TALENT MANAGEMENT ONLY:**

**Approved**

**Not Approved**

Comments:

\_\_\_\_\_  
Talent Management - Signature

\_\_\_\_\_  
Date

**Submit this form to Talent Management, MS #13, or email to [nbran@kyrene.org](mailto:nbran@kyrene.org)**