



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

Employee Name / Employee ID No.

Request the Following Dates: _____

Important Information

- All ESP employees must report absences in TCP
- School based ESP must also report absences in Absence Management, even if a substitute is not required.

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

(See FAQs on Jury Duty located in Talent Management webpage)

Jury duty absence for full-time and part-time 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 with this absence request 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, 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

Submit this form to Talent Management, MS #13, or email to nbran@kyrene.org