



Jury Duty or Court Service Leave Form

Please complete this form upon return from Jury Duty or Court Service. Attach a copy of the original notification from the court and the check with check stub for payment received for jury duty/court service, as well as your personal check for the amount indicated in the box below.

Name _____

Department _____ Supervisor _____

Date(s) of Jury Duty/Court Service: _____

Date Returned to Work: _____

Total Amount Received from Court for Jury Duty/Court Service: \$ _____

(Minus) Amount Allowed for Mileage: \$ _____

*Amount Due College: \$ _____

** Attach personal check (made payable to Mott Community College) for this amount.*

Employee Signature

Date

Supervisor Signature

Date