

San Diego Unified School District Jury Duty Postponement Form

Instruction: Non-management contracted certificated employees requesting compensation for postponement of jury duty to a time when they were not required to render service to the district, please submit form to the Payroll Department, Room 1150, Education Center, 4100 Normal Street, San Diego, CA 92103.

Employee Name (Last, First)		Employee ID Number
Location #	School or Department	Subject, grade or position

- (1) Original Jury Duty Reporting Date
 (Copy of original notice must be attached) _____
 - (2) Actual dates of Jury Service (Original Official Court
 Validation of Jury Duty served must be attached) _____
 - (3) Of the actual dates of Jury Service completed (Line 2),
 Please list dates that were non-contract days for which
 Jury Duty postponement compensation is requested. _____

- Total Number of Days** _____

See District procedure No. 7144 and Jury Duty Provisions Contained in the Leave Policies article of the Collective Negotiations Contract for Certificated Employees	<p style="text-align: center;"><u>For Payroll Use Only</u></p> No. of Days _____ Rate of Pay _____ Total Paid _____ Pay Date _____
<div style="display: flex; justify-content: space-between;"> _____ Employee Signature _____ Date </div>	Payroll Verification _____