

Barstow Unified School District
PERSONNEL SERVICES

JURY DUTY POSTPONEMENT FORM

Pursuant to the BEA/BUSD Agreement, Article XVI – Leaves - Jury Leave:
Certificated employees who receive notice to appear for jury duty during teaching days may postpone jury duty to non-teaching days (i.e. summer) and will be compensated at the rate of \$75 for each such day. The employee would attach a copy of the original jury duty notice and signed official court validation for each day of jury duty served to the Certificated Jury Duty Postponement Form.

Directions:

This form and attachments should be submitted to the Personnel Services Office **AFTER** the jury duty is served, and only if it is served, during non-teaching days.

Attachments Needed for Submission:

- _____ 1. Copy of original jury duty notice.
- _____ 2. Signed official court validation for each day of jury duty served on non-teaching dates.

Certificated employee: _____

School Site: _____

Date of submission to Personnel Services Office: _____

Days of Jury Service: _____

of days being compensated @ \$75/day _____

Employee Signature

Date

Personnel Services Signature

Personnel Services Use



Date submitted to Payroll: _____