

FORT PAYNE CITY BOARD OF EDUCATION

This is a request for

Jury Duty/Court Witness Leave

Military Leave

1. I, _____, request leave for the following reason:
(please print name)

Court duty leave will only be for the days in court. Any payments received from the court system for this duty shall be signed over to Fort Payne City Schools and delivered to the accounting department. Court witness leave is only for school related matters.

2. **DESTINATION:** _____

3. **DATES:** _____

4. **NUMBER OF DAYS REQUESTED:** _____

5. **COMMENTS:** _____

6. **WILL THIS ABSENCE NEED A SUB?** Yes No
IF YES, ENTER AESOP CONFIRMATION NUMBER: _____

7. **SIGNED** _____ **DATE** _____
Employee

APPROVED _____ **UNAPPROVED** _____ **DATE** _____
PRINCIPAL

APPROVED _____ **UNAPPROVED** _____ **DATE** _____
SUPERINTENDENT

Court Summons OR Military Orders must be attached to this form when presented for approval. This form must be in the office and approved before leave is taken.

Please see copy of Board Policy on back of this form

JURY DUTY AND MILITARY LEAVE

JURY DUTY

A Board employee who is required to serve on a jury or as a witness in a school connected case shall receive the regular pay to which they are entitled. However, the employee will submit to the Board any funds received from the courts or any other agent for jury duty or witness duty. This amount will be deducted from the amount to be paid to the substitute. The employee shall submit a Jury Duty Leave form with subpoenas attached for approval from their principal, immediate supervisor, and the superintendent.

MILITARY LEAVE

Members of the armed forces are entitled to military leave during the school year to engage in military training or service under federal law without loss of pay or benefits up to 168 work hours per calendar year. If called to active service of the state, paid leave is limited to 168 work hours at any one time (Ala. Code 31-2-13). The employee shall submit a Request for Military Leave form with a copy of their military orders for approval from their principal, immediate supervisor, and the superintendent.