

Jury Duty Leave Request Form

Employee Information	
Employee Name:	
Dates Requested:	

When employees are called to jury duty, they must provide at least seven calendar days written notice to receive their regular compensation. You must provide a copy of your timesheet from the court along with the completed leave request form.

Employee Acknowledgement

Employee Signature

Date

Please submit completed form and appropriate back-up to HRBenefits@carlsbadca.gov

Completed by Human Resources	
Pay Date:	Hours Applied:
Pay Date:	Hours Applied:
Pay Date:	Hours Applied:
Pay Date:	Hours Applied: