

**CITY OF APPLETON**  
**NOTICE OF JURY DUTY**

**EMPLOYEES MUST:**

1. Notify their immediate supervisor and provide them with a copy of a jury summons or subpoena.
2. Supervisor should forward a **copy** of this completed form to payroll and Human Resources. *(keep the original for the next step)*
3. Upon completion of the jury duty, the supervisor should fill in the report time portion of the form and send a **copy** to HR.
4. The original document should be sent to Finance-payroll with any payment received (check) by the employee.

Employees, if at all possible, must report to work and return to work each day before and after their jury duty.

Name of Employee: \_\_\_\_\_

Department: \_\_\_\_\_

Date(s) jury duty requested: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT HEAD: \_\_\_\_\_ DATE: \_\_\_\_\_

HUMAN RESOURCES DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

Upon **completion** of Jury Duty, Supervisors must verify the employee was required to report for jury duty:

Report time each day: \_\_\_\_\_

End time each day: \_\_\_\_\_

TO BE COMPLETED BY FINANCE DEPARTMENT

Amount of Reimbursement: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

By: \_\_\_\_\_