



JURY DUTY REQUEST FORM

To request pay and/or leave for Jury Duty, please review CORE’s policy and complete information below and submit to Human Resources for review and approval.

Policy

CORE will pay Jury Duty pay as designated by the local and/or state statues for the state in which the employee has been summoned. If said state does not designate the employer pay a specified Jury Duty allocation, the employee will be required to use accrued vacation time for the period the employee will be required to serve for the Jury Duty Summons. If the employee does not have any available vacation time, the employee will be required to use unpaid leave.

Documentation

Any employee requesting Jury Duty leave and/or pay must submit a Jury Duty request form and a copy of the official Jury Duty Summons to Human Resources as soon as possible for review.

Payment

The employee must note any approved Jury Duty time on their timesheet and submit all documentation to payroll for the payment to be processed timely.

EMPLOYEE INFORMATION

Employee Name: _____

State of Duty: _____ (your eligibility for pay will be determined by your state)

Job Title: _____

Supervisor: _____

Date(s) of Duty Listed on Summons: _____

Please attach a copy of the Jury Duty Summons along with this form and email to mnelson@coreoccupational.com or fax to 225-456-2300. Human Resources will notify you by email of your eligibility for leave and pay. If any changes to your Jury Duty period occurs or you have any questions or concerns, please contact Human Resources immediately at 225-456-2243.

Signature

Date

Office Use Only:

Eligibility:

Wages (Y/N): ___ Vacation (Y/N): ___ Sick(Y/N): ___ Total Hours Used: ___ Ineligible(Y/N): ___

Employee Notified on (date): _____ Summons Received(Y/N): _____