

**LEGAL SERVICE LEAVE REQUEST FORM
SYLACAUGA CITY BOARD OF EDUCATION
Sylacauga, Alabama**



Request for leave with pay for Jury Service or Court Appearances (Jury Summons or Subpoenas must be attached). The Board does not provide leave with pay for court appearances as the plaintiff or as a defendant in court cases not related to school business.

Name: _____

School/Work Site: _____

I hereby request leave from my official job duties based on the following:

(explain in full)

Day(s) employee expects to be absent: _____ Date(s): _____

Signature: _____ Date: _____
Employee

Approved: _____ Date: _____
Principal/Supervisor

Note: Upon returning to work, personnel must submit a court attendance form to verify attendance.