



JURY DUTY LEAVE REQUEST AGREEMENT

(Please attach a copy of the summons and send it to Human Resources.)

I hereby request leave for jury service as described in the documentation attached hereto, which leaves shall be without charge to other leave credits; and I hereby agree and affirm that I shall deliver to the Executive Officer of the Board of Cooperative Educational Services of Rensselaer, Columbia, Greene Counties, for deposit in the general fund of the agency, all fees paid to me for such jury service. I understand that travel expenses reimbursement I may receive for jury service shall not be deemed to be a fee under the terms of this agreement.

Employee's signature: _____ Date: _____

Employee's name (Please print): _____