



SUBPOENA LEAVE REQUEST AGREEMENT

(Please attach a copy of the subpoena and return it to Human Resources.)

I hereby request leave for subpoena service (in proceeding to which I am not a party), as described in the documentation attached hereto, which leave 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 subpoena service. I understand that travel expense reimbursement I may receive for subpoena service shall not be deemed to be a fee under the terms of this agreement.

Employee's signature: _____ Date: _____

Employee's name (Please print): _____