

Hawthorn School District 73

841 West End Court • Vernon Hills, Illinois 60061

Phone (847) 990-4200 • Fax (847) 367-3290

www.hawthorn73.org

Nicholas G. Brown
Superintendent

Brad Goldstein
*Associate Superintendent of
Finance & Business Operations*

Lisa Cerauli, Ed.D.
*Assistant Superintendent of
Curriculum & Learning*

Lynn Barkley
Director of Human Resources

Renee Ullberg
Director of Special Services

The following steps will need to be done if you have been selected for Jury Duty:

1. You will report the absence in Aesop as "Jury Duty".
2. You will make a copy of the check issued by the Municipal office and the paperwork showing your dates of service
3. You will deposit the check you received into your personal account and you will issue a personal check / money order to the district for the amount of the check issued
4. Please send the personal check/money order made out to "Hawthorn District 73" for the amount of the jury duty check, along with the copies from Step 2 to the district office, to Payroll.

We will pay you for your regular salary for the days you serve. That is the reason we ask you to write us a check for the payment you received for your Jury Duty service.

Please contact Payroll ext. 4224, if you have any questions.

Thank you,

Lynn Barkley
barkleyl@hawthorn73.org
847-990-4241

lb:mbi
11/30/2017