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

1. You will report the absence to your Principal, Supervisor or HR. If you need a substitute you must record your absence in Absence Management, HR will enter in Skyward.
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. 4218, if you have any questions.

Thank you.