



Long Island Rail Road

Date: _____

To: **Sako Chandra, Assistant Manager Engineering Res. & Admin.**

From: _____

Re: **Jury Duty Overtime Payment**

Please arrange to make a Jury Duty Overtime adjustment for the following employee:

Employee Name: _____

Employee No.: _____

Jury Duty Date(s): _____

Overtime: _____

Differential: _____

Base Rate of Pay: _____

Meals: High x \$8.00 / Low x \$5.00

Supervisor Name (Print)

Supervisor Signature

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Attachments: Overtime Labor Sheet(s) – *required for payment*

Manager Approval: _____
Print Name / Signature Date