

**Date:** \_\_\_\_\_

**To:** \_\_\_\_\_  
**Office Engineer**

**From:** \_\_\_\_\_  
**Supervisor (Print Name)**

**Re:** **Jury Duty Overtime Payment**

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

Emp. Name / Emp. No: \_\_\_\_\_ / \_\_\_\_\_

Occ Code / Base Rate of Pay / Wage Progression: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Jury Duty Date(s): \_\_\_\_\_

<u>Overtime Date</u>	<u>OT Hours</u>	<u>DT hours</u>	<u>Shift Diff</u>	<u>Meals \$</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\_\_\_\_\_  
Supervisor Signature

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Attachments: Overtime / Labor Sheet(s) – *required for payment*  
Certificate of Service – *required for payment*