

**LEGAL SERVICE LEAVE REQUEST FORM**

**WINSTON COUNTY BOARD OF EDUCATION**

**Double Springs, Alabama**

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Request for leave with pay for Jury Service or Court Appearances (Jury Summons or Subpoenas must be attached). The Board does not provide leave with pay for court appearances as the plaintiff.

Name \_\_\_\_\_

School/Work Site \_\_\_\_\_

I hereby request leave from my official job duties based on the following: (explain in full)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Day(s) employee expects to be absent: \_\_\_\_\_ Date(s): \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
Employee

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Principal/Supervisor

Note: Upon returning to work, personnel must submit a court attendance form to verify attendance.