

*Eastern Panhandle
Instructional Cooperative*

EPIC

Serving the educational needs
of the entire community

Notification of COURT AND JURY DUTY

I hereby certify that I have been called for court/jury duty for the time period of _____ to _____.

I have attached a copy of my official notification and understand that at the end of my period of duty, I must submit an affidavit of any payment made to me. The affidavit will be submitted to the EPIC Administrator.

I further understand that I am required to call/notify the EPIC office by 9:00 am **EACH** day that I am on duty.

Employee's Name Printed _____

Employee's Signature _____

Date _____

Approved by _____

Immediate Supervisor

_____ Date

_____ EPIC Administrator

_____ Date