

(Date)

TO: (Employee)
(Shop #)

FROM: (Supervisor)

SUBJECT: CIVIL DUTY LEAVE

In accordance with University of Washington policy, approval is granted for your responding to *[select one: serve as a juror, serve as a trial witness, or other subpoenaed duties]* on *[date]*.

For additional information you may refer to the University's procedures on Civil Leave at: <https://hr.uw.edu/ops/holidays-time-off/civil-duty/>

Attachment: copy of summons

cc: fspay@uw.edu
Employee Departmental File