

The Lead Employer Trust
JURY SERVICE/ATTENDANCE AT COURT
DEDUCTION FROM SALARY AUTHORISATION FORM

Title:	Forename:	Surname:
Assignment No:	Hours per week:	
Job Title:	Site:	
Department:		

Dates of Leave:

Paid

From: _____ To: _____

Total Days: _____ Total Hours _____

Deduction Rate:

Value of Deduction: _____ Date of Deduction: _____

Please ensure that the certificate of attendance and the remittance advice issued by the court is attached to this document.

By completion of the 'Deduction from Salary Authorisation Form' I hereby authorise the Lead Employer Trust to deduct the amount stated above for the purposes of reimbursing the LET for loss of earnings received by me, from the court, for the period of Jury Service. I submit the 'Certificate of Attendance' and the 'Remittance Advice' issued by the court to me as evidence of monies received from the court.

Employee's signature

Date