

Johnson Controls, Inc. LLNL-MVP
7000 East Avenue, L-505
Livermore, CA 94550
(925) 960-0369



To Whom It May Concern

Our employee has informed us that they have been selected to serve on a Jury. In order for Johnson Controls to compensate for this time off, we must have documentation of hours spent during jury duty/jury selection. Please provide the following information.

Note: If the employee was not selected to serve on the jury, the receipt from the court will suffice in lieu of this form.

If you have any questions please feel free to contact (925) 960-0369

Sincerely,

Johnson Controls Payroll

Employee Badge ID

Monday	Tuesday	Wednesday	Thursday	Friday
Date:	Date:	Date:	Date:	Date:
Time in:				
Time out:				

Signature of Court Clerk Date