



McHenry Elementary School District 15

1011 N. Green Street, McHenry, Illinois 60050

www.d15.org

Jeffrey P. Schubert
Chief School Business Official
jschubert@d15.org

Fax: (815) 578-2140
Information: (815) 385-7210

To: McHenry School District 15 Employee

From: Roni Rogers, Payroll

Re: Jury Duty

The payroll department has been informed that you will be on jury duty leave. During this period you will receive your normal pay from McHenry School District 15 if the duty is on a regularly scheduled work day.

Jury duty compensation consists of a per diem (daily) allowance and possibly mileage reimbursement. Since District 15 is paying you while you are attending jury duty, you must reimburse District 15 for the total per diem allowance received for **jury duty fees** only. This information is itemized on the check you will receive from the courts.

Please submit a **photo copy of the court check** and a **personal reimbursement check for any jury duty fees**, payable to MCHENRY SCHOOL DISTRICT 15. This should be sent to Roni Rogers in payroll at the Central office.

Thank You