UNITED STATES POSTAL SERVICE™

Court Duty Leave — Statement of Service

Employee: Read ELM 516 and HBK F-21, *Time and Attendance*, Subchapter 350. If you are excused from court duty for all, or a part, of anyday on which you may report for work and perform any appreciable part of your regularly scheduled tour, you are obliged to report. Have this form completed by an officer of the court and return it to your installation head or designee at the end of your court duty.

From *(Installation Head or Designee)*	Date	Employee's SSN
To *(Employee reporting for court duty)*	Roster Designation and Position Title	

Court Officer *(Complete items 1-6)*

1. Total Days Served	2. Total Days Excused*	3a. Gross Fees Paid	3b. Gross Travel Amount Paid
4. Signature of Court Official		5. Title of Court Official and Court Name	

Dates Served	Dates Excused*	Hour of Day Excused	Dates Served	Dates Excused*	Hour of Day Excused

Postmaster or Accounting Service Center

Amount Received	Date Received	Received By

PS Form **1224,** May 1996

*Includes Saturday, Sunday, and Holidays