

| Corporate Policies and Procedures | | | |
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| DEPARTMENT: Human Resources | | | POLICY #: HR-14 |
| POLICY: Court Leave Policy | | | |
| DATE: December 2021 | REV. DATE: | COVERAGE: All Employees | PAGE #: 1 of 1 |

POLICY STATEMENT:

Leave of absence with pay and benefits is granted to a full-time employee who is required to serve as a juror or as a witness of the Employer. This provision also applies to part-time employees for scheduled time lost.

PROCEDURE:

1. A full-time or scheduled part-time employee called to serve as a juror or as a witness of the Employer, receives his/her normal earnings with all benefits for time spent on such duty. Part-time employees will only receive their normal earnings if they were scheduled to work the day(s) they are required in court.
2. A copy of court documents that state the reason the employee is required to attend court must be submitted to the employer for approval before any wage replacement is approved. Some court appearances may not qualify for compensation or paid time off.
3. An employee on authorized vacation leave who is required to testify or is subpoenaed as a witness because of employment with the Municipality has his/her vacation leave entitlement restored for the period of time required to attend court.
4. While the employee is on leave or while serving on jury duty, their employment is deemed continuous for the purposes of calculating their annual vacation entitlement. Additionally, employees are entitled to all increases in wages and benefits that they would have been entitled to have the leave not been taken or the attendance as a juror not been required.