

Corporate Policies and Procedures			
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. If the employee receives any payment from the court for services as a witness or jury duty, such payment is submitted to the Clerk-Treasurer without delay. Any travel allowance and related expenses paid to the employee other than compensation may be retained by the employee.
3. 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.
4. 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.
5. 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.