



Policy Type: Human Resources
Policy #: HR-700-07
Approved by Council on: November 27, 2017

Human Resources – Jury / Witness Leave

Policy

Leave of absence without loss of pay or seniority shall be granted to an employee who reports for jury duty or who appears as a witness before a court pursuant to a summons or subpoena, subject to the requirements identified below.

Objective

To allow employees to perform their civic duty without loss of pay.

Procedure

Non-Union Employees

An employee who receives notice to report for jury duty, or who receives a summons also known as a subpoena to testify as a witness, must provide a copy of the notice or summons to their supervisor prior to reporting for jury duty or to testify.

The employee must repay to the Town any payments received in connection with the performance of jury duty or testifying as a witness (excluding any payments received for travel or meal expenses) within ten (10) calendar days of receipt of any such payments.

Employees who are on jury duty or testifying in court must report back to work if excused for a half a day or an entire day.

Provided the employee meets the above requirements, payment for jury leave shall be based on time lost from regularly scheduled shifts, which the employee would otherwise have worked.