



## **SECTION 6: HUMAN RESOURCES**

### **POLICY 6.14: JURY DUTY**

---

**Passed:** November 21, 2012

**Amended:**

In the event of an employee being required to serve on a jury or being called for jury duty, or subpoenaed as a witness, such employee shall receive the difference between his regular earnings and the payment he receives for jury service or Court witness, excluding payment for travelling, meals or other expenses. The employee will present proof of service and the amount of pay received within two weeks of completing the service or on a bi-weekly basis prior to payroll cut-off dates where possible. Time spent by an employee required to serve as a Court witness in any matter arising out of his employment shall be considered as time worked at the appropriate rate of pay. Benefits and other entitlements will continue as if the leave had not been taken and the employee is required to pay the portion of any premiums attributed to them accordingly.

When an employee is called for jury selection, jury duty or subpoenaed by the Crown as a witness on a case to be heard by the Supreme, County or Provincial Court, and the reporting time is in the forenoon, the employee need not report to work prior to the reporting hour. Immediately after being dismissed by the Court, the employee shall report to work. An employee serving such Court duty shall not be double-shifted and as such, an employee spending a full shift day in Court duty shall not be required to work that day. However, an employee spending less than a full shift day in court duty shall be required to complete the remainder of the shift day at work. The employee must notify his supervisor at least twenty-four (24) hours prior to the Court reporting time and will continue to keep his supervisor informed regarding the length of the Court assignment.