



Jury Duty Leave - Procedure

The following procedures apply to Jury Duty leave.

Request for Leave

- a. An employee shall submit details of the requirements for jury duty or witness duty at the earliest possible date.
- b. An employee shall provide a copy of the summons or subpoena with the "Staff Request for Leave" form and submit the form to the Director/Principal or Director of Operations for approval.

1. Fees

Jury or witness fees received by the employee, less the employee's expenses, shall be remitted to SEC Proof of fees received and expenses will be required on a weekly basis to the Director of Operations. Failure to provide proof of fees and expenses will result in the employee not being paid for time away.

2. Work During Court Leave

Where possible, the employee shall report to work during regular working hours when the employee is not required to attend court

3. Contact

Where possible, the employee should remain in contact with the employer to update on possible return to work dates.

Adoption Date: August 21/12	Revision Date: December 14, 2017
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