



## STATEMENT of POLICY and PROCEDURE

Manual:	Human Resources	SPP No.	<b>HR 2.24</b>
Section:		Issued:	March 12, 2020
Subject:	<b>Jury Duty</b>	Effective:	March 12, 2020
Issue to:	All Manual Holders	Page:	1 of 1
		Replaces:	<b>NEW</b>
Issued by:	Chief Operating Officer	Approved:	March 12, 2020

### 1. PURPOSE

Outline the process for requesting a paid leave for Jury Duty and/or Legal Witness.

### 2. POLICY STATEMENT

All full-time permanent employees who are required to serve as a juror in any court of law or required by subpoena to attend as a witness in a court proceeding in which the Crown is a party, will not lose regular pay because of the necessary absence from work due to such attendance.

### 3. PROCEDURE

**3.1** To be eligible for paid leave, employees must:

- inform their Manager or designate immediately upon their notification that they will be required to attend court;
- present proof requiring their attendance.

**3.2** Employees will:

- resume performance of their regular duties during any reasonable period when they are not required to be in attendance;
- promptly repay the Institute the amount (other than expenses) paid to them for such services as jurors or attendance as witnesses.