

 Rainy River District Social Services Administration Board	<b>SECTION:</b> Human Resources
	<b>POLICY TITLE:</b> Jury/Witness Duty
<b>ORIGINAL DATE:</b> May 20, 1999	<b>POLICY AREA:</b> Compensation & Benefits
<b>REVISION DATE:</b> December 17, 2015	<b>POLICY NO:</b> HR-5.2
<b>NEXT REVIEW DATE:</b> December, 2019	<b>APPROVED BY:</b> Board Res. #100/15

## Policy

In the event that a regular full-time or regular part-time employee is required to serve as a juror in any court of law, or is required to attend as a witness in a court proceeding in which the Crown is a party, the employee shall not lose regular pay because of such attendance provided that the employee:

- a) notifies the employer immediately on the employee's notification that he/she will be required to attend at court through the completion of a *Request for Leave of Absence* form;
- b) presents proof of service requiring the employee's attendance at court;
- c) deposits with the employer the full amount of compensation received excluding mileage, travelling and meal allowances, and provides an official receipt thereof; and
- d) reports for work during any reasonable period in which his attendance is not required at court.

Where the employer is unable to reschedule the employee and, as a result, he/she is required to attend during other than his/her regularly scheduled paid hours, he/she shall be paid for all hours actually spent at such hearings at his/her straight time hourly rate subject to a, b, c and d above.

The employee will notify his/her supervisor, as quickly as possible, of further time-off requirements, in order to provide coverage, if necessary.