

# Corporate Policies

**SECTION: LEAVES OF ABSENCE**  
**SUBJECT: Jury Duty Leave & Witness Duty**

POLICY/PROCEDURE NO. 9.4

EFFECTIVE DATE: October 16, 2002

PAGE: 1 OF 2

SUPERCEDES POLICY DATED: October 1995

APPROVED BY: Council AF123-2002

## **POLICY STATEMENT:**

The Corporation will grant paid leave to employees who are called to serve as a juror or witness in criminal or civil court.

## **PURPOSE:**

To provide employees time away from the workplace to attend to duties and responsibilities of being called as a juror or as a witness to a criminal or civil court proceeding.

## **SCOPE:**

All full-time, non-union employees who have completed three (3) months of continuous service.

### *Exception:*

Employees of the Fire and Emergency Services Division are exempt from serving jury duty.

## **PROCEDURE:**

1. Upon being called to serve as a juror or being served with a witness subpoena from a criminal or civil court, the employee will notify their supervisor.
2. The employee's responsibility during an absence from work include:
  - a. Providing the supervisor with expected length of absence and telephone contact;
  - b. Informing the supervisor of issues requiring immediate attention, particularly those affecting client servicing;
  - c. Ensuring that reception and their designated back up are notified of their absence;
  - d. Change personal greetings on their voice mail system to both inform callers of their absence and providing them with the details of your back up;

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- e. Reporting to work for the day or days that they are excused from the court;
  - f. At the conclusion of their duty, the employee shall obtain a certificate from the Court, confirming the period of their duty and provide the certificate to their supervisor; and
  - g. Employees, who receive their regular salary during the leave, shall turn over to the Corporation any and all compensation received from the court excluding traveling, meals and other expenses.
3. Employees who have not completed three (3) months of continuous service and part-time employees are entitled to unpaid leave.

## **ACCOUNTABILITY:**

The supervisor shall be responsible for approving an employee's request for jury duty and witness leave in accordance with this policy as outlined.

## **ADMINISTRATION:**

Human Resources Division, City of Brampton

## **CONTACT:**

Human Resources Division