

COURT LEAVE – SUPPORT STAFF

Policy E.3.F

An employee who is summoned for jury duty or who receives a summons or subpoena to appear as a witness in a court proceeding, other than a court proceeding occasioned by the employee's private affairs, shall be granted a leave of absence with pay for the required period of absence. The leave of absence is subject to the attached regulations.

Adopted September 1, 2009	Revised December 12-13, 2024	
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The following regulations apply to court leave.

1. 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 “Request for Leave” form and submit the form to the Principal/supervisor and/or Area Superintendent for approval.

2. Fees

Jury or witness fees received by the employee, less the employee’s expenses, shall be remitted to the Division.

3. 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.

Adopted September 1, 2009	Revised December 12-13, 2024	
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