

## COURT LEAVE

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		
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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		
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