

		POLICY
SECTION: HUMAN RESOURCES		NO: HR-JD-01
REFERENCE: JURY OR WITNESS DUTY		Date: May 4, 2020
		Next Review Date: May 2022

TITLE: JURY OR WITNESS DUTY

1.0 Purpose

- 1.1 The purpose of this policy is to provide a leave of absence for an employee who is required to attend court proceedings.
- 1.2 The City of Dryden agrees to grant a leave of absence with pay to an employee who is subpoenaed as a witness or summoned for jury duty.
- 1.3 This policy shall apply to all permanent and probationary employees.

2.0 Procedures

- 2.1 An employee who is required to attend jury roll call or serves on a jury or when subpoenaed as a witness shall be granted a leave of absence with pay for the days on which the employee would otherwise have been scheduled to work.
- 2.2 Compensation for the day identified in 2.1 shall not exceed the employee's normal hours of work.
- 2.3 An employee shall notify the employee's immediate Supervisor or designate as soon as the employee is aware of the requirement to serve as a juror or witness.
- 2.4 Daily fees received for this duty will (excluding payment for traveling, meals and other expenses) be remitted to the City of Dryden.

Jury Duty - HR-JD-01

- 2.5 Upon completion of jury duty or attendance as a witness, such employee shall present to his/her immediate Supervisor a certificate showing the period of such service.

History			
Approval Date:	December 6, 2004	Approved by:	Council Resolution
Amendment Date:	April 24, 2017	Approved by:	CAO
Amendment Date:	May 4, 2020	Approved by:	CAO
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