



# Corporate Policy Manual

Sub Topic:	Jury Duty/Court Appearances	Policy No.	11-05
Topic:	Leaves of Absence	Employees Covered:	All Regular Non-Union Full-Time & Regular Non-Union Part-Time Employees
Section:	Human Resources	Council Adoption Date:	
Effective Date:	September 14, 2005	Revision No:	Date:

## Policy Statement & Strategic Plan Linkages

The Town of Newmarket supports and encourages an atmosphere of high employee productivity through full and consistent employee participation in the workplace, recognizing that there will be occasions when employees require time away from work for various reasons. The Town of Newmarket supports the principle that employees have a responsibility to perform their civic duty in responding to a jury summons and if chosen to serve as a juror.

## Purpose

The Town of Newmarket will provide regular full time and regular part time employees with a paid leave of absence for the purpose of Jury Duty and for employees summoned with Subpoena.

## Procedures

In the event an employee is called to serve as a juror in a non work related legal proceeding, the Town agrees to grant time off without loss of salary or wage for the period of such duty of service.

In the event an employee is subpoenaed as a witness in a non work related legal proceeding, the Town agrees to grant time off without loss of salary or wage for the period of such duty of service.

Responsibilities:

### Employees are responsible to:

- Refer to their Human Resources Policies and Procedures Manual for current information on this and other HR policies.
- Notify their immediate Supervisor with appropriate details as soon as possible in the event that they have received a jury summons or subpoena.

- Forward any compensation received to the Town, less expenses such as mileage and/or meals.

Supervisors/Manager/Directors/Commissioners are responsible to:

- Record and authorize all employee absences (see Employee Attendance Record Form No. 11-04-01) on a bi-weekly basis, coinciding with each pay period, and submit same to Payroll.
- Use discretion to authorize the employee's absence from the workplace.
- Inform and support employee awareness of leave provisions and responsibilities as outlined in this policy.

Human Resources is responsible to:

- Provide policy clarification and guidance to employees and managers/supervisors as required.
- Monitor attendance management.

**Cross-References**

Progressive Discipline Policy #4-01

Applicable Provincial and Federal Legislation such as Employment Standards Act.