
6.M-2019: Court Leave

1. Overview

- 1.1 In the event that an employee is subpoenaed to be a witness or summoned for jury selection and/or jury duty, a paid leave is available.

2. Eligibility

- 2.1 All permanent salaried full-time & part-time employees are eligible for this paid leave.

3. Guidelines & Procedures

- 3.1 Employees who are subpoenaed to be a witness or summoned for jury selection and/or jury duty in Canada will be granted a leave without loss of salary and benefits.
- 3.2 An employee on Court Leave must keep their leader updated, where possible, on the duration of the leave and potential return to work as soon as they are able.

4. Reporting Process

- 4.1 An employee subpoenaed shall notify their leader in writing immediately upon receipt of the summons and is required to submit a copy of the summons.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited
Sr. Leadership Team	Human Resources	September 2019	