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**6.M-2019: Court Leave**

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**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 Revised	Review Frequency
President's Council	Human Resources	September 2019	September 2019	Every 5 years