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**Court Leave**

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**1. Purpose**

The purpose of this policy is to outline the conditions under which employees of St. Mary's University ("the University") are granted paid leave when subpoenaed as a witness or summoned for jury selection or jury duty in Canada.

**2. Scope**

This policy applies to all permanent, salaried full-time and part-time employees of the University.

**3. Definitions**

- 3.1 Court Leave - Paid leave granted to an employee who is subpoenaed as a witness or summoned for jury selection or jury duty.
- 3.2 Leader - The employee's direct supervisor or designated administrative leader.
- 3.3 Subpoena / Summons - A legal order requiring an individual to appear in court as a witness or juror.

**4. Principles**

- 4.1 The University is committed to clear notification, documentation, and ongoing communication to ensure transparent leave administration, operational continuity, legal compliance, and the fair provision court leave without loss of salary or benefits for eligible employees.
- 4.2 Daily jury duty compensation can be kept by the employee.

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
President's Council	Assistant Vice President Human Resources	September 2019	May 27, 2026	Every 5 years

**Appendix A: Procedures for Leave Request and Return to Work**

**Procedures:**

1. Employees must notify their leader in writing immediately upon receiving a subpoena or summons.
2. A copy of the summons must be provided to the leader and Human Resources.
3. Employees will receive their regular salary and benefits in addition to continuing to accrue vacation time for the duration of approved court leave.
4. Any expenses incurred should be directed according to the summons.
5. Employees must keep their leader informed regarding the expected duration of their court obligations, and updates on their anticipated return-to-work date.
6. The Leader will keep Human Resources informed about the confirmed return-to-work date.