



POLICIES and PROCEDURES

Responsible Unit	Human Resources
Applicable to	All Staff
Date Last Updated	January 2018
Approving Sector Head	Director, Human Resources
Policy	Jury Duty

Employees required to serve on jury duty and/or appear as a witness under subpoena in a criminal proceeding shall be given leave with pay to carry out such duties.

Notice of such leave will be submitted to the Employee's manager or supervisor with as much advance notice as possible.

Where there is inconsistency between this information and your Collective Agreement, the Collective Agreement will prevail.