



Procedure HR - #4

Title: **ATTENDANCE AT COURT TO SERVE JURY/WITNESS DUTY OR AS THE CHARGED PARTY**

Adopted: June 2, 2009

Revised: April 2020

PURPOSE

The purpose of this procedure is to provide guidance as to the steps to be taken should an employee be required to attend court as a juror, witness or charged party.

PROCEDURES

1. If an employee is required to serve as a juror in any court of law, or is required to attend as a witness in a court proceeding in which the Crown is a party, or is required by subpoena to attend a court of law or coroner's inquest in connection with a case arising from employee's duties at Bloorview School Authority, the employee will not lose regular pay for scheduled work loss.
2. The employee is responsible for providing documentation to the Principal or designate of the call of jury duty or subpoena as soon as he/she becomes aware that he/she will be required to attend court so that adequate staffing arrangements can be made.
3. Principal is responsible for forwarding a copy of the documentation to Human Resources for payroll and ensuring that the timekeeper enters the correct earning code for jury duty in SmartFind Express.
4. The employee must provide a copy of the subpoena and all monies received by the court, excluding kilometrage, travelling and meal allowances to the Principal or designate as soon as possible.
5. If an employee is requested to attend court as the charged party, that leave shall be taken without pay.