

**City of Kenora Leave of Absence – Jury or Witness**



<b>Section</b>	<b>Date</b>	<b>Resolution Number</b>	<b>Page</b>	<b>Of</b>
Human Resources	April 26, 2004	7	1	1
<b>Subsection</b>	<b>Repeals By-Law Number</b>		<b>Policy Number</b>	
General			HR-2-14	

**Purpose**

The Municipality will provide a leave of absence with pay to an employee who is called for jury duty or subpoenaed to be a witness in a court proceeding. This clause does not apply, if the employee is a party to the legal proceedings

- 1.1 Any employee who is required to serve as a juror, or subpoenaed as a witness in any court of law, shall be granted a leave of absence with pay for the days on which the employee would otherwise have been scheduled.
- 1.2 The employee shall be excused from work for that part of each day that the employee actually renders service as a juror or as a witness.
- 1.3 Upon completion of his/her jury duties, or witness service, such employee shall present to his/her supervisor a satisfactory certificate showing such period of service. The employee is responsible to turn over jury or witness fees to the Municipality, excluding mileage, meals or other expenses. If the employee presents himself for selection as a juror and is not selected, then he shall be required to return to her regular employment to complete the remaining normal scheduled work period.