

Hastings Highlands Public Library

Area: Human Resources
Policy Title: Jury Duty
Policy Number: HR-17

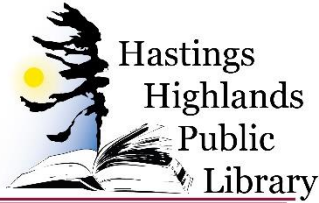
Initial Policy Approval Date: September 12, 2016
Last Review: April 22, 2021
Year of next review: 2025

Leave of absence with pay is granted to a permanent full-time employee who is required to serve as a juror or crown witness. This provision also applies to permanent part-time employees for scheduled time lost.

PROCEDURE:

- 1) Employees required to act as jurors or crown witnesses shall be granted a leave of absence with pay and without loss of seniority or benefits for time spent on such duty.
- 2) Employees shall present proof of service to the employer.
- 3) An employee on authorized vacation leave who is required to testify or is subpoenaed as a witness because of employment with HHPL has their vacation leave entitlement restored for the period of time required to attend court.

See Leave of Absence form below.



Hastings Highlands Public Library

LEAVE APPLICATION

EMPLOYEE : _____

DATES: _____

OF DAY (s): _____

OF HOUR (s): _____

RECORDED AS:

Annual Vacation Amended Vacation
Unpaid Leave Education Time In Lieu of Overtime Float Day

Any amendments to approve vacation requests must be submitted fourteen (14) days prior to scheduled vacation in writing for approval by the CEO.

Sick Leave

Has the employee provided a medical certificate and has it been forwarded to Manager:

Yes No

Bereavement Leave

Relationship to bereaved: _____

Day of Funeral: _____

Employee's Signature

CEO's Signature

Date: _____ Not approved (reason) _____

- Please provide to payroll department after approval – to be inputted