

Jury and Witness Duty

Policy number: HR-xxxx
Responsibility: Chief Human Resources Officer
Approved by: Administrative Leadership Team (ALT)
Effective Date: November 1, 2019
Next Revision Due: January 2022
Department/BU: Human Resources (Labour Relations Division)

COURT ATTENDANCE

Where an exempt employee is required to attend court for the purpose of jury selection and/or to serve as a juror in any court in Saskatchewan and such attendance requires time off work, the employee shall be granted leave without loss of regular pay for regular time missed, provided:

1. the employee immediately advises their supervisor of the requirement for a leave of absence and submits a Request for Leave of Absence Form with a copy of the subpoena;
2. the supervisor submits the Request for Leave of Absence Form and the copy of the subpoena to the employee(s) designated by the City to receive this information prior to the employee proceeding to court;
3. the employee surrenders any pay received for jury duty (excluding any portion designated for expenses such as travelling and meals) to the City through the employee(s) designated by the City to receive this information; and
4. the employee presents proof of time spent in jury selection or jury duty to the supervisor and proof of the amount of jury duty pay received to the employee(s) designated by the City to receive this information.

WITNESS DUTY

Eligibility

When an employee has been served with a subpoena to attend court as a witness or to give evidence that requires the production of City documents and such attendance requires time off work, the employee shall be granted such time off without loss of regular pay for regular time missed, provided:

1. the duty or evidence arises out of the course and scope of the employee's employment with the City;

2. the employee immediately advises their supervisor of the requirement for a leave of absence and submits a Request for Leave of Absence Form with a copy of the subpoena;
3. the supervisor submits the request for leave of absence form and the copy of the subpoena to the employee(s) designated by the City to receive this information prior to the employee proceeding to court;
4. the employee surrenders any pay received for witness duty (excluding any portion designated for expenses such as travelling and meals) to the City through the employee(s) designated by the City to receive this information; and
5. the employee presents proof of time spent in witness duty to the supervisor and proof of the amount of witness duty pay received by the employee(s) designated by the City to receive this information.

Witness Duty Exemption

Employees are not entitled to be paid witness duty when an employee is required to provide evidence as a result of a personal indictable and/or summary offence or offences of comparable classifications in other jurisdiction outside of Canada.

Employees are not entitled to be paid witness duty when an employee is subpoena to attend court as a witness to provide evidence as a result of an indictable and/or summary offence or offences of comparable classification in other jurisdiction outside of Canada where the person(s) charged are known to the employee.