

**Policy:**

The Village of Innisfree understands that pursuant to the *Employment Standards Act* employers are required to provide employees time off work to attend jury selection and jury duty.

If an employee is a respondent or complainant in a court case the Employer shall make policies and procedures to address specific situations.

**Purpose**

To establish policies on when jury duty leave and court attendance leave pay will be provided to Village employees.

This Policy supersedes any previous Village of Innisfree Personnel Policy regarding jury duty and court leaves.

**1.0 Definitions:**

- 1.1 **“CAO”** means Chief Administrative Officer pursuant to the *Municipal Government Act*.
- 1.2 **“Full Time Employees”** means an employee working more than 30 hours a week.
- 1.3 **“Jury Act”** means the *Jury Act, Revised Statutes of Alberta, Chapter J-3*
- 1.4 **“Part Time Employees”** means an employee working less than 30 hours a week.
- 1.5 **“Temporary Employees”** means an employee working on a short term contract, not permanent.

**2.0 Responsibilities:**

- 2.1 The CAO is responsible for ensuring awareness and compliance with this policy.

**3.0 Jury Summons and Duty Leave:**

- 3.1 Pursuant to s.24 (1) of the *Jury Act* the Village will give employees time off work to attend Jury Summons and Jury Duty.
- 3.2 Pursuant to s.24 (2) of the *Jury Act* the Village shall guarantee an employee’s employment in the same or in an equivalent position, upon his/her return from Jury Summons and/or Jury Duty Leave.

- 3.3 When an employee is summoned for jury selection and must serve jury duty, he/she shall be allowed leave with salary to a maximum of two (2) weeks. (Not legally required)
- 3.4 When an employee's jury duty exceeds two (2) weeks, he/she shall be classified as taking a 'Leave Without Salary' (**LWOS**) until their jury duty service concludes. (Legally permitted.)
- 3.5 When an employee's jury duty exceeds thirty (30) days, the employee can choose to continue his or her health benefits or any other benefits made available by the Village, (as applicable); the Employee may continue to receive such benefits by paying all of the monthly premiums until he or she returns to work.

**4.0 Court Leave:**

- 4.1 When an employee is summoned or subpoenaed as a witness or a defendant to appear in court in his/her official capacity to give evidence or to produce Village of Innisfree records, he/she shall be allowed court leave with salary. (*Not legally required*)
- 4.2 When an employee is summoned or subpoenaed as a witness or a defendant to appear in court on a non-municipal matter, he/she shall be allowed court leave *without salary*. (*Legally permitted.*)

**5.0 End of Procedure.**