

POLICY TITLE: Jury and Witness Duty Leave
POLICY #: SJ08-03-20
SECTION: Human Resources
ISSUING AUTHORITY: Executive Committee
NETWORK APPROVED: November 1, 2019
SUBSEQUENT APPROVAL:

POLICY Unity Health Toronto supports employees in fulfilling their civic duty as a juror or witness. Where an eligible employee loses regularly scheduled work as a result of such duty, they shall receive their normal earnings.

APPLICATION All non-union and management employees employed by Unity Health Toronto.

ELIGIBILITY Employees are eligible in the following circumstances:

- required to attend jury selection
- required to serve as a juror in a court of law
- required to attend as a witness in a court proceeding in which the Crown is a party
- required to attend a court of law or coroner's inquest in connection with a case arising from the employee's employment with Unity Health Toronto
- required to attend an arbitration or other hearing at Unity Health Toronto's request.

This policy does not apply if you are a litigant or defendant in a civil or criminal proceeding.

NOTIFICATION Upon receiving notice, an employee must notify their immediate supervisor and provide proof of the requirement to attend as a juror or witness (ex. summons, subpoena). The employee will also remain in contact with their immediate supervisor, and/or provide an estimate of the expected date of return to work where possible.

**SCHEDULE
& PAYMENT**

The department manager schedules the full-time employee to coincide with the requirements for jury or witness duty.

Part-time employees are paid only for their regularly scheduled hours which coincide with the requirements for jury or witness duty. However, where a Part Time employee is scheduled for jury or witness duty on a day shift, and is scheduled to work within the same 24 hour period on an evening or night shift, their schedule will be adjusted to co-incide with the requirements for jury or witness duty.

Casual employees are paid only for shifts pre-booked on the posted schedule which coincide with the requirements for jury or witness duty.

Where an employee's schedule is adjusted to co-incide with the requirements for jury or witness duty, no overtime work shall be required.

EXCLUSIONS

Where an employee's schedule is adjusted to co-incide with the requirement to attend jury or witness duty, shift premiums will not be payable.

REIMBURSEMENT

Upon completion of jury or witness duty, the employee must provide the immediate supervisor with evidence of having served for the time claimed and reimburse Unity Health Toronto for the full amount of compensation received, excluding mileage, travel, and meal allowance. Official receipts must be provided where available.