

REGION OF QUEENS MUNICIPALITY

Operational Policy No. 20 COURT LEAVE

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General Statement of Policy

It shall be the policy of the Region of Queens Municipality to pay its regular full time and permanent part time employees their normal rate of pay when they are required to attend judicial proceedings.

Policy Directions

1. Leave with pay shall be given to employees as stated above who are required:
 - a) to serve on a jury, or
 - b) by subpoena or summons to attend as a witness in any proceeding held:
 - (i) in or under the authority of the Court
 - (ii) before an adjudicator or umpire or person or body of persons authorized by law to compel the attendance of witnesses before it, or
 - (iii) before a legislative council, legislative assembly, or any committee thereof that is authorized by law to compel the attendance of witnesses before it
2. When an employee is notified that he/she is required to serve as a juror, he/she is to submit the notification to the Department Head and/or the Chief Administrative Officer using the appropriate Request for Leave form contained in the personnel policy manual.
3. The employee is required to perform his/her normal duties for the Region of Queens when he/she is not required to report for Court. The employee may be required to supply a statement of his/her duty periods, verified by the Sheriff's office.

4. Attendance at Court, which is of a personal nature, does not warrant any compensation by the Region of Queens Municipality.
5. If compensation is received for attendance at a judicial proceeding as outlined in this policy, the per diem received shall be turned over to the Region of Queens Municipality.

Approved by Council: July 15, 2002

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REQUEST FOR LEAVE

1. Employee's Name: _____

2. Length of Leave Requested: _____

3. Date(s) of Leave Requested: _____

4. With Pay: _____ Without Pay: _____

5. Reason for Request: _____

Employee's Signature

Date

1. Approval: Yes _____ No _____

2. If no, give reasons: _____

Signature of Person(s) Responsible
for Decision

Date

