



Procedure Statement:

The Flower Cart will grant regular employees paid leave if they are called upon for jury duty or subpoenaed as a witness in a court of law or before any statutory or legal body in Canada that has the power to demand the presence of a witness.

Definitions:

Court Leave – a paid leave granted by The Flower Cart to an eligible employee to enable that employee to fulfill his/her duty as a citizen to serve as a juror, or as a prospective juror, or to serve as a subpoenaed witness in a court action to which the employee is not a party.

Jury Duty – the obligation to act or a period of acting as a member of a jury in court.

Subpoena - a court document that requires an employee to give evidence at a court proceeding. The subpoena tells the person that they must come to court for a certain date and time to give evidence to the court.

Witness – people who give evidence to the court so that the judge has information to make a decision.

Procedure:

If a regular employee is called for jury duty or subpoenaed as a witness, they must inform their supervisor in writing as soon as possible and must substantiate their court appearance with the appropriate documents.

Any compensation the regular employee receives during court leave will be decreased by any amount paid by the court for jury duty.

The maximum paid court leave a regular employee is entitled to is five (5) days per fiscal year. If court lasts more than 5 days, the employee must discuss with the Executive Director and it will be dealt with on a case by case basis.

Related Information:

Benefits and Conditions of Employment

Contact:

Human Resources Department

Roles and Responsibilities:

Employee

- Must inform their supervisor in writing of any jury summons or witness subpoenas
- Must submit the appropriate court documents to their supervisor

Revision History:

March 2018