



Standard Operating Procedure

Human Resources and Employee Relations

Procedure: Jury and Witness Duty Leave for CPM Employees

Department/Unit:

Page(s): 1

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A standard operating procedure describes the established steps and processes for completing specific tasks. A standard operating procedure is to be compliant with applicable collective agreements, government acts and regulations and University policies and procedures.

Description:

Outlines the policy and procedures for jury and witness duty leave as they apply to Confidential, Professional and Managerial (CPM) Employees.

York University is committed to supporting employees in discharging their civic responsibilities by providing periods of paid jury and witness duty leave.

Procedure

1. Full-time, part-time, full-time or part-time sessional, or contract employees shall be granted a paid leave of absence during jury duty or witness duty.
2. An employee who receives notification of summons to be a juror or witness by any body in Canada shall, as soon as possible upon receipt, provide his/ her supervisor with a copy of the subpoena, summons or notice of jury duty.
3. Upon his/her return, the employee shall provide written confirmation of the dates on which the duty was served, authorized by an official of the Court or by the counsel for the party that required his/her attendance.
4. If the employee is not required to attend for jury or witness duty on consecutive working days, the employee shall inform his/her supervisor and report for work as directed.