

**Leamington Mennonite Home
Long Term Care & Retirement Residence**

POLICY AND PROCEDURE

CATEGORY: Personnel	SUBJECT: Jury Duty	SECTION: J POLICY: 2
DATE: September 2004 REVISION DATE: January 2006	Administrator's Signature: _____	

JURY DUTY

POLICY:

A leave of absence with pay shall be granted to a full-time employee who is required to serve as a juror. This provision is applicable to a part-time employee, who is required to serve as a juror, for scheduled time lost.

PROCEDURE:

- An employee required to serve jury duty shall be paid the difference between what he/she would have earned for his/her scheduled hours, and the fees received pursuant to the performance of jury duty. This will be affected by the employee signing over his/her jury fees less expense money received from the authorities for meals and lodging and the Employer will continue the regular salary payments.
- The employee is to notify his/her supervisor as soon as possible after receipt of notice of selection for jury duty.
- The employee will come to work during those regularly scheduled hours that he/she is not required to attend court.