



## LAC LA BICHE COUNTY PROCEDURE

TITLE: Jury Duty Standard Operating Procedure

PROCEDURE NO: CS-03-016-09

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-016 AMENDMENT DATE:

### 1.0 Procedures

- Employees selected for jury duty must provide their supervisor and Human Resources with as much advance notice as possible.
- Advance notice shall be accompanied by a copy of the summons to jury duty for documentation purposes.
- Permanent, full-time employees shall receive a paid leave of absence to perform jury duty.
- The amount of compensation the employee receives, if any, for their jury duty shall be deducted from their rate of pay for the duration of their jury duty leave of absence. An employee must make Human Resources aware of any compensation they receive for their jury duty involvement.
- Casual or part-time employees shall be granted leave without pay to perform their duty as a juror.
- In the event that the jury duty requirement lasts for only part of a day, the employee shall return to work for the remainder of the day whenever possible.
- Any employee that is required to appear in a court of law as a plaintiff, defendant, or witness shall not be eligible for a paid leave of absence. In these instances, the employee may use vacation time, accumulated overtime or request an unpaid leave of absence.

“Original Signed” \_\_\_\_\_  
Chief Administrative Officer

November 8, 2013 \_\_\_\_\_  
Date