POLICY 8.21 – Jury and Witness Duty and Citizenship

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Effective Date: September 10, 1999

Revised: (NEW)

POLICY

1.00 Except for any proceeding between the Select Administrative Group Employees and UWO, UWO shall assist employees in meeting their civic obligations by granting said employees leave without loss of regular pay or reduction of benefits when summoned for jury duty, or subpoenaed as a witness to court proceedings to which the employee is not a party.

2.00 The employee must present a copy of the summons or subpoena to the Supervisor and/or Budget Unit Head (or designate) which indicates the period of jury duty or witness service required.

3.00 To qualify for leave without loss of regular pay during periods described in Clause 1.00, the employee must provide evidence confirming the period of jury or witness duty served.

4.00 An employee becoming a Canadian citizen shall be entitled to a half day off with pay in order to attend the citizenship proceedings.