

POLICY MANUAL

SECTION: Human Resources
SUBJECT: Jury Duty & Court Appearances
APPROVED BY: Director, Human Resources



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Scope

This policy applies to all employees. Unionized employees are governed by procedure outlined in the collective agreement.

Jury Duty and Court Appearances

Horizon Plastics recognizes that employees may be called upon to report for jury duty or to act as a witness in court proceedings. An employee who receives a summons or subpoena to serve jury duty or appear as a witness in a court proceeding, other than a court proceeding occasioned by the employee's own personal interests, will be granted a paid leave of absence for the required period of absence.

Procedure

All employees will be granted appropriate jury/witness duty leave from the date of hire.

Employees requesting a leave for jury/witness duty must provide Human Resources with a copy of all relevant documents and particulars to support this request as soon as possible, so arrangements within the department can be made. A confirmation of the court appearance must be requested from the Clerk of the Court and provided to Human Resources upon return to work. Human Resources will forward the confirmation to the Finance Department in case any adjustments to the employee's pay are required.

No changes will occur in an employee's benefit plan or in the payment of premiums while an employee is absent on jury/witness duty. All coverage and contributions will remain the same.