



JURY DUTY & COURT APPEARANCE POLICY

Cape Breton University ("University") recognizes employees' obligation as citizens to report, when called upon, for jury duty, or as witnesses in legal proceedings. The University will provide paid leave of absence to all employees who serve on a jury or who are required by subpoena or summons to attend as witnesses in or under the authority of a court, before an arbitrator, or before a legislative council. Employees who receive a subpoena to appear in court should show it to their supervisor.

Employees should request from the court a confirmation of the court appearance and present this to his/her supervisor on his/her return to work. The supervisor will send the confirmation to the Human Resources Department.