

Jury Duty Leave Policy

POLICY #PC-02-10

FINAL

PURPOSE

The purpose of the Jury Duty Policy is to provide clear criteria on paid and unpaid leaves of absence for employees who are summoned for jury service.

APPLICATION AND SCOPE

This policy applies to OLG full-time, part-time and contract employees.

POLICY STATEMENT

The Ontario Lottery and Gaming Corporation (OLG) provides employees who are summoned for jury service with a leave of absence from work in order to meet their civic responsibilities to the judicial process.

REQUIREMENTS

1. An employee who is summoned for jury service must provide their manager with a copy of the summons and to report the expected duration of the absence. In the event that an employee is selected for a jury, the employee is required to provide any further documentation that may be available to confirm the duration of the absence.
2. Full and part time employees who are entitled to a leave under this Policy may be entitled to their regular base pay for a period of up to six (6) months for the duration of the jury duty. Any compensation received by the employee (excluding parking and meal allowances) by law for the jury service must be submitted to OLG (HRBP) for the same 6-month period.
3. Contract employees are eligible for unpaid leave for the duration of the jury duty.
4. An employee granted a leave under this Policy shall promptly notify their Manager once their jury service has ceased for purposes of arranging a return to work.
5. An employee who is summoned to be a witness in a legal proceeding and/or who is required to attend court as a plaintiff or defendant in a personal matter, is required to use vacation day(s) or submit a request for an unpaid leave in accordance with OLG's Unpaid Leave of Absence Policy or OLG's Personal Time Off Policy.
6. The Policy is drafted in accordance with the requirements set out in the Juries Act (Ontario) and all other applicable legislation unless otherwise indicated above.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITIES
Employee	<ul style="list-style-type: none">▪ Provide a copy of the summons to their manager and advise of the expected duration of the absence.▪ Provide any further available documentation to confirm the duration of the absence.▪ Promptly notify their manager once their jury service has ceased.▪ Submit any compensation received by law for the jury service to OLG.▪ Submit jury duty request via Workday – Absence Worklet as soon as possible.
Manager	<ul style="list-style-type: none">▪ Ensure requested time is reviewed for approval promptly.▪ Ensure employees adhere to policy.▪ Forward supporting documentation to People and Culture.
People and Culture	<ul style="list-style-type: none">▪ Administer the policy as outlined above.

RELATED POLICIES

- Vacation Policy
- Unpaid Leave of Absence Policy
- Personal Time Off Policy

POLICY OWNER

Senior Director, Rewards, Wellness, HR Systems and Reporting

POLICY APPROVAL

Approver	Date
SVP, People and Culture	January 2019

REVISION / REVIEW HISTORY

Revision / Review Date	Updated By	Summary of Revision / Review
January 2023	People and Culture	<ul style="list-style-type: none">▪ Updated format▪ Supersedes Jury Duty Policy #L-HRPP04-13