



# Leave For Jury Service / Court Attendance

## 1. General

Staff may be called upon to do Jury Service or as a State witness, and consequently leave with pay will be provided.

## 2. Jury Service

Leave with pay will be given for attendance at court for Jury Service. The Head of School or Unit should be informed immediately on receipt of the official notification. The Human Resources Department should be advised through the Weekly Absence Reports. The staff member will be expected to report for work on days when they are not assigned to a case during the period of their obligation to the court.

## 3. Court Attendance

A staff member who appears as a State witness in a court case will be given leave with pay for the duration of his/her attendance. Expenses paid in compensation for loss of earnings etc. should be repaid to the Finance Office. Attendance in court on a personal matter does not qualify for leave, and a staff member would normally be expected to take annual leave.

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