

**Title: Human Resources Management
Policy – Court Leave**

Policy No: 1983-07

**Approval: Town Council
Effective Date: January 25, 2006**



Supersedes Policy No: none

Policy Statement: The Town of Hardisty believes that it is necessary and advantageous to grant court leave to its employees.

Purpose: To establish how and when court leave is granted to employees.

Principles:

- 1) When an employee is summoned or subpoenaed as a witness or a defendant to appear in court in his/her official capacity to give evidence or to produce Town of Hardisty records, or is required to serve as a juror under the Jury Act, he/she shall be allowed leave with pay.