

TORONTO SENIORS HOUSING CORPORATION (TSHC)

Jury Duty & Witness Service Policy

Policy Owner: CGHC Committee	Date Approved: 18 May, 2022
Type: Compensation Policy	Approved By: Board of Directors
Last Reviewed:	Effective Date: 1 June, 2022

Scope

This policy applies to all management and exempt employees.

Policy statement

The Toronto Seniors Housing Corporation provides paid leave of absence for employees who are called to serve as jurors or witnesses in civil or criminal cases.

Application

Proof of service: Before attending court, employees must show the summons or subpoena to their manager. After the duty or service is completed, employees must give their manager a certificate showing the period of jury duty or witness service.

Compensation: While on leave, employees are paid their current rate of pay less any compensation received for jury duty or witness service. They must submit proof of compensation received to TSHC Finance. Employees keep any compensation paid for days they were not scheduled to work.

Expenses: Employees keep any compensation received for travelling expenses and meal allowance.

Benefits: All benefits continue during the leave. An employee's service, vacation, sick entitlements, and pension credits are not affected by the leave.