

Section/Number: Leave Management –008	Approval Date: (DD/MM/YY)
Subject: Court Leave	Amendment Dates:
<p>Policy</p> <p>The Community Government provides Court Leave as stipulated in the NWT Employment Standards Act.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> 1. An employee is entitled to Court Leave to: <ol style="list-style-type: none"> 1.1. answer a summons for selection to serve on a jury 1.2. serve on a jury, or 1.3. answer a summons to attend as a witness in a legal proceeding. 2. Court Leave may be granted with or without pay depending upon the circumstances. <ol style="list-style-type: none"> 2.1. Where the employee will receive an honorarium equal to or greater than the daily rate of pay, Court Leave will be granted without pay. 2.2. Where the employee is entitled to an honorarium which is less than the daily rate of pay, Court Leave will be granted with pay and the employee must relinquish the entitlement to any honorarium. 2.3. Where an honorarium is not received, Leave is granted with full pay. 3. The period of Court Leave will be the period required to perform the duties referred to above. 4. The employee will apply for Court Leave using an Application for Leave Form. 5. The approved Application for Leave Form will be placed on the employee's Personnel File. 	
<p>Attachments</p> <p>Sample Leave Form</p>	
<p>References</p> <p>Employment Standards Act http://www.justice.gov.nt.ca/Legislation/SearchResults.asp?Option=Title&DBTable=LegReg&Parameter=E&Page=7</p>	

Sample Leave Form

Leave of Absence Request Form

Employee Name: _____

Date: _____

Type of Leave Requested: _____

Start Date/Time of Leave: _____

Return to Work Date/Time: _____

Verification of Leave Credits: _____

Employee Signature: _____

Supervisor Signature: _____

Senior Administrative Officer Approval: _____

(If leave is denied, Senior Administrative Officer will advise in writing.)