

# Attendance at Court Leave Guideline

## What is it?

This resource will help you find answers to common questions about when you are entitled to paid leave for your attendance at court.

## Who is this for?

All continuing and fixed-term employees of:

- RMIT University covered by the:
  - *RMIT University Enterprise Agreement 2018 (University Agreement)*;
  - *RMIT Vocational Education Workplace Agreement 2019 (VE Agreement)*;
  - *RMIT University Children's Services Enterprise Agreement 2017 (Children's Services Agreement)*; and
- RMIT Training, covered by the *RMIT Training and National Tertiary Education Union Enterprise Agreement 2016 (Training Agreement)*.

## Am I entitled to take leave if I have to attend court or perform jury service?

If you are a continuing and fixed-term employee who is covered by the University Agreement, the Children's Services Agreement or the Training Agreement, you are entitled to paid leave for the duration of your attendance at a court for:

- jury service;
- for appearing as a Crown witness; or
- to provide evidence directly related to your employment at RMIT.

If you are a continuing and fixed-term employee who is covered by the by the VE Agreement, you are entitled to paid leave for the duration of your attendance at a court if you are:

- under a subpoena, summons or order;
- required to attend under the *Juries Act 2000 (Vic)*.

## What happens to fees I receive for jury service?

Fees you receive for your jury service will not be deducted from your leave payment or payments from RMIT.

## How do I go about taking attendance at court leave?

You should advise your manager of your need to take leave as soon as possible, and in advance of your leave commencing.

You are also required to submit evidence that you are required to attend court, such as a certificate of attendance for jury duty issued by the Juries Commissioner or a copy of the relevant subpoena or order.

You must book the leave through Workday.

## Other attendances at court

If you are covered by the Training Agreement, you will be entitled to unpaid leave if you have to attend a court or tribunal for any reason for which you are not entitled to receive paid leave. If you are covered by the University Agreement, you should discuss the need to attend court with your manager.

Depending on the circumstances in which you are attending court, you may also be entitled to Family Violence related leave. Please consult that Guideline if you think that this may be relevant to you.

## More information

- Find your agreement or award here: [Enterprise Agreements and Bargaining](#)
- Apply for leave in Workday
- For further information or to log a ticket, contact [People Connect](#)

## Document history

Version	Effective date	Authority	Author
1.0	16 October 2023	Leave and Public Holidays Policy	Policy and Workplace Relations