

(CCC) Cambridge City Council policy on employees taking time off work to attend courts as witnesses

I would like to know what is the Council's policy on employees having to take time off work in order to attend County Courts as witnesses in cases that do not involve the Council as one of the parties.

In particular, I would like to know whether employees are expected to take unpaid leave or holiday leave for such attendances or whether the Council continues to pay them salary unaffected by the fact that they had to take some time off to attend a Court as a witness? For the purpose of this request time off is on a scale of hours, perhaps up to one day at a time - not weeks or months as could be the case with Jury Service. If you do require them to take unpaid leave is there a minimum quantum such as employees required to take a full day as unpaid leave even though attendance is required for a couple of hours?

I need to know this as I am about to call a person who works for Cambridge City Council as a witness in my case (that does not involve the Council as one of the parties) and need to know how much money to offer to the witness for attendance.

Ideally, I would like information in a form of authoritative answers to the questions above, however if that is not possible, please provide documents such as staff policies / handbooks where I could find answers and please refer to the relevant pages of such documents.

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Response:

Thank you for your enquiry. An employee would be expected to take leave or to make other non-working arrangements to attend court as a witness under these circumstances. The remuneration rates would depend on the employee's pay rate and the time they would not be working or on leave. As these are variable, we cannot respond on the individual remuneration rates which might apply in any given situation.

Further queries on this matter should be directed to foi@cambridge.gov.uk