



October 2021

Jury Service Policy

Policy Statement

Any employee who is called for jury service will be granted leave of absence, paid at the normal rate less any allowance payable for loss of earnings. Where an allowance is claimable for loss of earnings, the employee should claim it.

Procedure

1. Any employee who is called up for jury service must immediately notify their manager of the summons in order to request time off work. The employee will be required to produce the court summons for inspection by the manager, who will also keep a copy of the document.
2. In the event that the employee's absence at the time in question would be likely to cause the organisation serious disruption or difficulties, the employee will be asked to submit a request to the court to be excused from jury duty. The circumstances usually need to be exceptional for the court to agree to this.
3. Otherwise, the employee will be granted the necessary amount of time off work to attend for jury service.
4. If, on any particular day that the employee is attending the court, they are not required at court or is required for only part of the day, the employee must return to work for the remainder of that day.
5. Any abuse of the right to time off for jury service will be regarded as serious misconduct leading potentially to disciplinary action against the employee.

Signed: _____

Date: _____

Policy review date: _____