**Jury Service Policy**

**Introduction**

We recognise that serving on a jury is an important civic duty. We will not refuse anyone time off work if they have been summoned for jury service.

This policy does not form part of your contract of employment, and we reserve the right to amend it at any time.

**Scope**

This policy applies to all employees employed by us.

**Time off to attend jury service**

You are entitled to time off work to attend jury service.

You will receive a jury summons letter in the post if you are called for jury service. As you are required to respond to the summons within seven days of receiving it, you must notify [your line manager/the HR department] about the summons immediately.

You must also provide [your line manager/the HR department] with a copy of the summons as evidence to support your request for time off.

In most cases, jury service lasts for ten working days. If you are informed at court that your jury service will likely last longer than ten days, you should immediately let [your line manager/HR department] know. This will help us ensure that we can plan for your absence.

**Application for excusal or deferral**

If your absence whilst on jury service could cause serious difficulties to the organisation, we may ask you to apply to the court for you to be excused from jury service or for the service to be deferred. In such circumstances, we will provide you with a letter supporting your application, which you must submit with your application for excusal or deferral.

**Pay during jury service**

**Option 1 - Normal pay during jury service**

You will continue to be paid your normal pay rate while absent on jury service. You are not required to claim loss of earnings from the court.

***Option 2 - Normal pay for a limited period***

You will continue to be paid your normal pay rate during the first [insert number] working days on which you are absent on jury service.

For the remaining period of your jury service, you can claim a loss of earnings allowance from the court. This will be subject to a maximum amount set by HM Courts and Tribunals Service.

To claim the allowance, you must complete the loss of earnings claim form you receive with your jury summons letter. The form should be given to [your line manager/the HR department] immediately so they can complete the employer's section and return it to you. You must take the completed form to court on your first day of jury service.

**Option 3 - Top up the loss of earnings allowance (either for the whole jury service period or for a limited period)**

You can claim a loss of earnings allowance from the court for the period of your jury service. This will be subject to a maximum amount set by HM Courts and Tribunals Service.

We will top up the loss of earnings allowance so that you receive your normal rate of pay [for the days/during the first [insert number] working days] on which you are absent on jury service. In other words, your pay will be adjusted to receive the difference between the amount of the loss of earnings allowance you are entitled to and your usual pay. [For the remaining period of your jury service, we will not make any further top-up payments, but you will continue to be able to claim a loss of earnings allowance from the court.]

To claim the allowance, you must complete the loss of earnings claim form you receive with your jury summons letter. The form should be given to [your line manager/the HR department] immediately so they can complete the employer's section and return it to you. You must take the completed form to court on your first day of jury service.

We will continue to pay you as normal [for the days/during the first [insert number] working days] on which you are absent on jury service until your loss of earnings claim has been processed by the court. This is provided that you:

* submit your loss of earnings claim form to the court; and
* undertake to repay [name of organisation] the loss of earnings allowance you receive from the court by consenting to the relevant amount deducted from your salary.

You should notify [your line manager/the HR department] immediately that your loss of earnings claim has been processed and provide evidence of the amount you have received from the court. We will then make the appropriate deductions to your pay.]

***Option 4 - Make no payment during jury service***

You are not entitled to be paid your salary while you are absent on jury service. However, you can claim a loss of earnings allowance from the court. This will be subject to a maximum amount set by HM Courts and Tribunals Service.

You will receive a loss of earnings claim form with your jury summons letter. The form should be given to [your line manager/the HR department] immediately so they can complete the employer's section and return it to you. You must take the completed form to court on your first day of jury service.

**Early release from jury service**

As court hearings are regularly adjourned, you may be released for a whole or part day or entirely released from jury service earlier than expected.

If your services are optional by the court on any particular whole or part day, you [will be/will not be] expected to return to work for the remainder of that day.

If you are entirely released from jury service earlier than expected, you must immediately let [your line manager/the HR department] know and return to work as usual.