

Jury Service Guidelines for Employees

This document sets out the rights of employees who have been summoned for jury service, including time off work and entitlement to pay.

We recognise that serving on a jury is as an important civic duty. We will not refuse anyone time off work if they have been summoned for jury service. However, there may be circumstances in which we ask you to apply to be excused from jury service or for the jury service to be deferred.

It does not apply to casual workers, contractors or volunteers working for the Council.

Time off to attend jury service

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

If you are called for jury service, you will receive a jury summons letter in the post along with an information pack from HM Courts & Tribunals Service which includes a 'Certificate of Loss of Earnings or Benefit' form.

As you are required to respond to the summons within seven days of receiving it, you must notify your line manager about the summons immediately, who should also advise the Pay and HR Admin team, notifying them of the dates.

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

In most cases, jury service lasts for 10 working days. If you are informed at court that your jury service is likely to last longer than 10 days, you should let your line manager know immediately. This will help us to ensure that we are able to plan for your absence.

Application for excusal or deferral

If we consider that your absence on jury service could cause serious difficulties to the Council, 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 in support of your application, which you will need to submit with your application for excusal or deferral.

Pay during jury service

You will continue to be paid your normal rate of pay while you are absent on jury service. There is no requirement for you to claim loss of earnings from the court.

You can claim some money towards any additional costs incurred such as childcare, travel and food and drink by submitting your claim on the loss of earnings claim form

that you receive with your jury summons letter at the end of the jury service. You will need to return it to the court with the relevant receipts.

Schools may be able to claim absence due to jury service cover costs on their insurance policy and should check with their provider.

Early release from jury service

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

If your services are not required by the court on any particular whole or part day, you will be expected to return to work, where practical, for the remainder of that working day, as agreed with your line manager.

Employees who work shifts will be permitted to return on a full day, but will not be permitted to return on half day shifts if they cover AM & PM.

If you are released completely from jury service earlier than expected, you must let your line manager know immediately and return to work as normal.

More information on jury service can be found [here](#).