



Jury Service:

Jury Service In the event that an employee is called up to attend court (e.g. for jury service), the employee should inform their line manager at the earliest opportunity.

Where the line manager considers that the employee's absence could cause substantial harm to the business, the employee will be asked to make an application for excusal or deferral, as appropriate. The line manager, working with the relevant HR Business Partner, should provide a letter to support the application for excusal/deferral.

Where an employee does attend court, the employee will continue to be paid at their normal rate of pay, subject to the deduction of any monies received from the court in respect of loss of earnings.

The employee will receive a Certificate of Loss of Earnings or Benefit, which the employee should send to Finance for completion and then submit to the court to receive reimbursement, up to a limit for loss of earnings. The employee will continue to be paid as normal until their reimbursement has been processed, whereupon the employee is obliged to present to HR and Payroll with a receipt for reimbursement. Payroll will then make the appropriate deductions from the employees pay