

Jury Service Policy

1. Policy Statement

When an individual receives a summons for Jury Service it is usually for a period of at least 10 working days (but can be longer or shorter than this). The University is required by law to allow staff members time off from work to complete jury service as requested by a Crown/County/Coroner's Court.

Where the University consider that the jury service would have a detrimental effect to the operational requirements of the University they may ask the staff member to apply for a deferral. The courts do recognise that there may be work-related reasons for postponing a juror's service to a more convenient date but they do not have to accept applications for deferral.

2. Procedure

- 2.1 Staff members who are selected for jury service should inform their line manager and the Human Resources Department immediately, using Form JS1 which is available on StaffNet or from the HR Department.
- 2.2 If the jury service is likely to last longer than 10 working days, the staff member will normally be informed of this prior to the start of the case and it is the staff member's responsibility to keep their line manager informed as to the likely duration of their leave.
- 2.3 The staff member will receive formal documentation from the court in respect of earnings during the period of jury service. While there is no legal obligation to do so, the University will continue to pay the staff member in full during the period of jury service, therefore this documentation does not need to be completed.
- 2.4 Expenses payable by the Court to the staff member for travel and subsistence can be retained.

2.5 If the staff member is notified that they will not be required to attend Court for a full or half day during their jury service, they will be expected to attend work.

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