



# The Athelstan Trust

## Jury Service Policy

Date of review	Approved by	Date of Approval	Next review	Website
June 2022	N/A		June 2023	Y

In the event of an employee being called up for jury service, they should contact their line manager at the earliest opportunity to discuss the matter. Jury service normally lasts for 10 working days, but may be longer. The employee should provide their line manager with a copy of the court summons and any other relevant documentation.

Where the Trust/Academy considers that an employee's absence on jury service could cause substantial injury to its business, they will be asked to make an application for excusal or deferral, as appropriate. Where the Trust/Academy considers that this applies, the employee should not submit an application for excusal or deferral before the Trust/Academy has provided them with a letter (and any other relevant evidence) to support the application.

The employee will continue to be paid while on jury service at the 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, with their jury summons, a Certificate of Loss of Earnings or Benefit, which the employee can complete (with assistance from the Academy/Trust) and submit to HM Courts and Tribunals Service (HMCTS) to receive reimbursement, up to a limit, for loss of earnings incurred due to being absent from work due to jury service. The employee will be paid as normal until their reimbursement has been processed, whereupon the employee is obliged to present the Trust/Academy with the receipt for the reimbursement. The Trust/Academy will then make the appropriate deduction from the employee's pay.

If the employee's services are not required for any part or whole court day, they will be expected to return to work for the remainder of the working day.

If the employee's jury service ends before the expected 10-day period (or such longer period as the court may have indicated to the employee that they will be required for) the employee will be expected to return to work for the remainder of that period.