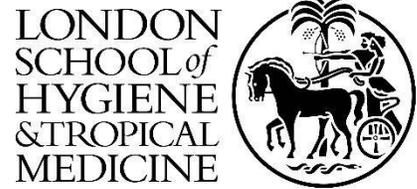


Human Resources

Jury Service Procedure



1. Procedure

- 1.1 Once a summons has been received, staff should immediately notify line management and/or Head of Faculty so that arrangements can be made as far in advance as possible to cover the absence.
- 1.2 The summons will contain a Form 5223 "Certificate of Loss of Earning or Benefit (Jury Service)" and an "Allowances" leaflet. Both the form and the leaflet should be submitted to the Personnel Officer for completion **before** commencing the jury service.
- 1.3 Staff will be able to claim certain allowances for each half day that they are required to attend at court, in respect of financial loss, subsistence and travel.
- 1.4 Staff will be expected to report for work on any full days when they are not required to attend to court.
- 1.5 Staff undertaking jury service will receive full pay during the period of service. The School will deduct the amount received by staff in respect of allowance for loss of earnings.
- 1.6 When staff have completed the jury service, any payment slips received from the Lord Chancellor's Department should be kept and passed immediately to the Payroll Officer who will arrange the appropriate deductions to be made from salaries.