

## **Jury Service Policy**

Pro Language Ltd, McLintocks, S70 2NZ  
Company Number: 11455383

Issued	December 2023
Recheck	December 2025

### **Introduction**

This policy 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.

This policy does not form part of your contract of employment, and we reserve the right to amend it at any time.

### **Scope**

This policy applies to all employees employed by us. It does not apply to workers, contractors, volunteers, or interns working for the organisation.

### **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. 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. 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 organisation, 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**

We will top up the loss of earnings allowance so that you receive your normal rate of pay for the days on which you are absent on jury service. In other words, your pay will be adjusted so that you receive the difference between the amount of the loss of earnings allowance that you are entitled to claim and your usual pay.

To claim the allowance, you will need to complete the loss of earnings claim form that you receive with your jury summons letter.

The form should be given to your line manager immediately so they can complete the employer's section and return it to you. You will need to take the completed form to court on your first day.

We will continue to pay you as normal for the days on which you are absent on jury service until your loss of earnings claim has been processed by the court. This is provided that you:

- submit your loss of earnings claim form to the court; and
- undertake to repay us the loss of earnings allowance that you receive from the court, by consenting to the relevant amount being deducted from your salary.

You should notify your line manager immediately that your loss of earnings claim has been processed and provide evidence of the amount you have received from the court. We will then make the appropriate deductions to your pay.

### **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 should contact your line manager immediately so a decision can be made as to whether you are required to return to work for the remainder of that working day, or not.

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.

### **Review**

This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed 2-years after initial approval and thereafter on a triennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

### **Review**

These guidelines may be reviewed at any time at the request of any member of staff or volunteer, but it will be automatically reviewed 2-years after initial approval and thereafter on a triennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

### **Definitions**

Pro Language ("we", "us", "our")

The Employee ("you")