

PO209 JURY DUTY POLICY AND PROCEDURE

Policy

Introduction

CVS Falkirk recognises that jury duty is a civic responsibility of our employees. You must provide a copy of the jury duty summons to your line manager within one day of receiving the summons.

Occasionally, the summons to jury duty will occur at a time of the year when the employee or the employer might experience a significant impact on their service users or staffing from the loss of the employee to jury duty. In these instances, the employer may write a letter to the court requesting the postponement of the employee's jury duty.

If you report for jury duty and are dismissed, you will be expected to report for work for the remainder of each day on which this occurs. If you are told that you do not need to report to the court on any day of your jury duty stint, you are required to come to work.

Where ever practical the organisation will free you for Jury Duty as requested. However this should be approved by your line manager before you confirm your attendance.

Purpose

Employees should notify the organisation as soon as they are aware that they have been called up for jury duty. Time off for jury duty of a period for up to 5 days will be paid by the organisation, but for longer periods, employees should claim payment from the court for some or all of their lost earnings. Any difference between what can be claimed from the court and your lost earnings will be met by the organisation. Should delay in payment from the court result in hardship, the organisation will consider making a temporary loan available to the employee.

Additional expenses may be claimed through the Scottish Court Service for any other incurred expenses incurred. These include travel, child care and lunch costs.

All information regarding Jury Duty can be found on the Scottish Courts website, along with the necessary information to make a claim for expenses or loss of earnings. Please see the following links for the required information.

Jury Duty Information

<http://www.scotcourts.gov.uk/coming-to-court/jurors>

Guide to Claiming Expenses – (shows all court maximum limits)

<http://www.scotcourts.gov.uk/docs/default-source/coming-to-court/jurors/guidetoapplyingforexpensesforjuryservice.pdf?sfvrsn=4>

Expense Claim Form

<http://www.scotcourts.gov.uk/docs/default-source/coming-to-court/jurors/expense-claim-form-v4-2.pdf?sfvrsn=6>

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Certificate for loss of Earnings – (to be completed by line manager)

<http://www.scotcourts.gov.uk/docs/default-source/coming-to-court/jurors/certificate-of-loss-of-earnings.pdf?sfvrsn=4>

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Related Policies: None
Related Documents: None

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