**Procedure**

Every employee over 18 years of age may be called for jury service. We appreciate that employees must carry out jury service when you are issued a jury summons form unless a delay is achievable.

This policy sets out our stance in respect of paid and/or unpaid time off during a period of jury service.

**Your responsibilities**

If you are informed, you are not needed for jury service during working hours then you should return to work where practicable.

**Your entitlements**

Where you have been called for jury service, you are entitled to time off work for this purpose.

Time off for jury service is normally unpaid. However, you may be able to claim compensation from the Court for loss of earnings, and childcare expenses if applicable. You may be required to present the Court with receipts and the Company can provide you with a Certificate of Loss of Earnings. Please ask your line manager about this.

**Procedure**

When you receive the jury summons you should notify your line managerimmediately to give full details of the dates and times of your absence.

The Company may take the view that your absence will cause disruption and therefore cannot be accommodated. If this happens, you will be asked to request to be excused or defer your jury service.

**Further Guidance**

**www.gov.uk/jury-service**