

Jury Service

We want to enable employees to perform public duties that they are committed to undertake and so will give time off to do so where it does not conflict with the operational needs of the business.

Notification

You should tell your manager as soon as you are summoned for jury service and provide a copy of your summons. Depending on the demands of the business we may request that you apply to be excused from or defer your jury service.

Pay arrangements

Employers are not required to pay employees while they are absent on jury service however we want you to be able to fulfil your obligations without concern and as such we pay basic pay to employees who are doing jury service for up to 4 weeks, less any amounts you can claim from the court for lost earnings.

Entering leave dates in Workday

You can enter your leave dates in Workday yourself by 'Requesting Time Off' and selecting 'GBR Jury Duty Paid' or 'GBR Jury Duty Unpaid'.

Returning to work

You should attend work for partial days where your presence is not required. You will need to notify your Manager and People and Purpose Manager/Partner when you attend work for partial days.

This policy only applies to employees and does not apply to agency workers or the self-employed. This policy does not form part of any employee's contract of

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employment and we may amend it at any time.