



Coppice Junior School

Jury Service Guidelines

Policy ratified and adopted by Governing Body: October 2022
Review frequency: Annual
Policy due for renewal: October 2023

Headteacher Mark Knowles

Date

Chair of Governors Jo Bromige

Date

Jury Service – Employee & Manager Guidelines

Prior to jury service

-Employee will receive a Jury Service summons and information pack from HM Courts & Tribunals Service which includes a 'Certificate of Loss of Earnings or Benefit' form.

- Employee should notify their line manager as soon as they receive the jury service summons to attend jury service who should then forward the certificate of Loss of Earnings or Benefit form to the Pay and HR Admin team notifying them of the dates.

- Pay and HR Admin team complete the form and return to the employee for them to hand in on their first day of Jury Service. *(NB even though the employee will be paid as usual via the payroll during jury service, the employee should still make a claim as this reimbursement will be used by the Council to pay towards the costs of covering staff attending jury service)*

- On receipt of the form the Pay and HR Admin team will email the line manager with a list of questions:

Your employee may be required to attend court every day during the period of jury service, but it may be possible to release your employee, either for whole days or half days, during that period of service. If this happens, your employee must return to work if at all practicable.

Please complete the statements opposite to state whether it is possible for your employee to return to work for either whole or half days.

*Will the employee be able to return to work on any **full** day that they are not required to attend court?
Yes or No*

*Will the employee be able to return to work on any **half** day that they are not required to attend court?
Yes or No*

*Will the employee be able to return to work if their service is completed **before** the end of the 2nd week period? Yes or No*

(Below is dependant on how the manager answers these questions as the Pay and HR Admin team have to report this to the court on the Certificate of loss of earning or benefit form.)

- If the employee isn't required at the court on the day for a whole or half day, then the employee should, where practical, return to work.

- Employees who work shifts will be permitted to return on full day, but will not be permitted to return on half day shifts if they cover AM & PM.

Following jury service

-On their return to work, the line manager must request a copy of the remittance form showing receipt of payment received by employee from the court; this is forwarded to

the Pay and HR Admin team, to enable them to deduct the appropriate 'loss of earnings' from the employee's salary the following month.

N.B Failure to supply details of any amounts received from the courts may result in disciplinary action being taken against the employee.

Contact Details:

Pay and HR Admin team
HR Core Employee Service Centre
Council House Manor Square
Solihull
West Midlands. B91 3QB

Tel: 0121 704 8730 (hunt number)
Email: payandhradminmanagedgrowth@solihull.gov.uk
payandhradminchildrens@solihull.gov.uk
payandhradminadults@solihull.gov.uk
payandhradminpublichealth@solihull.gov.uk
payandhradminresources@solihull.gov.uk

Or if you work in a **school**:

Pay and HR Admin team
HR Employee Service Centre – Schools
Council House
Manor Square
Solihull
West Midlands. B91 3QB

Tel 0121 704 8726 or 8727
Email schoolshrea@solihull.gov.uk or schoolshreb@solihull.gov.uk