

Policy Info Pages

Jury Service

In the event of an employee being called up for jury service, he/she should contact his/her line manager at the earliest opportunity to discuss the matter. Jury service normally lasts for 10 working days, but may be longer. The employee should provide his/her line manager with a copy of the court summons and any other relevant documentation.

Where the employer considers that an employee's absence on jury service could cause substantial injury to its business, he/she will be asked to make an application for excusal or deferral, as appropriate. Where the employer considers that this applies, the employee should not submit an application for excusal or deferral before the employer has provided him/her with a letter (and any other relevant evidence) to support the application.

There is no statutory right for IMS to pay employees whilst on jury duty. Where an employee has less than 6 months continuous service the employee will need to rely on obtaining loss of earnings, and authorised unpaid absence will be given for 10 working days to attend Jury Service.

If an employee has over 6 months continuous service IMS will make the top-up loss of earning payments to an employee's normal pay, if the rate of loss of earnings is lower.

The employee will receive, with his/her jury summons, a Certificate of Loss of Earnings or Benefit, which the employee can complete (with assistance from the employer) and submit to HM Courts and Tribunals Service (HMCTS) to receive reimbursement, up to a limit, for loss of earnings incurred due to being absent from work due to jury service. The employer will make or have made the appropriate deduction from the employee's pay.

If the employee's services are not required for any part or whole court day he/she will be expected to return to work for the remainder of the working day. Each case can be considered individually dependant on jury circumstances.

If the employee's jury service ends before the expected 10-day period (or such longer period as the court may have indicated to the employee that he/she will be required for) the employee will be expected to return to work for the remainder of that period.