



Guidance on Special Leave for Jury Service

1. Statement

Subject to the guidelines being followed, The Lincoln Anglican Academy Trust (LAAT) will continue to pay employees their normal salary for Jury Service, net of any expenses reclaimable from HM Courts and Tribunals Service (HMCTS).

2. Scope

These guidelines apply to all individuals employed by the LAAT.

3. Principles

In the event of the employee being called up for Jury Service, he/she should contact their 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 their line manager with a copy of the court summons and any other relevant documentation.

Where the LAAT considers that an employee's absence on Jury Service could cause substantial injury to its business, the employee will be asked to make an application for excusal or deferral, as appropriate. In this instance, the LAAT will provide the employee with a letter and any other relevant evidence to support the application. The employee should not submit an application for excusal or deferral without this letter.

4. Payment of Salary

The employee will continue to be paid while on Jury Service at their normal rate of pay, subject to the deduction of any monies received from the court in respect of loss of earnings.

The employee will receive, with his/her jury summons, a Certificate of Loss of Earnings or Benefit. This form will enable the employee to receive reimbursement, up to a limit, for loss of earnings incurred due to being absent from work due to jury service.

The School Business Manager/Finance Assistant will complete the form on behalf of the employee. The form should then be returned by the employee to HMCTS as soon as possible after Jury Service has been completed.

The employee will be paid as normal until their reimbursement has been processed, which will normally be 7 to 10 days after submission of the claim. As soon as the claim has been received, the employee must present the employer with the receipt for the reimbursement. The LAAT will then make the appropriate deduction from the employee's next salary payment.



5. Returning to work

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.

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.