



The Athelstan Trust

Jury Service Policy

Date of review	Approved by	Date of Approval	Next review	Website
Oct 2023, Oct 2024, Oct 25	Trust Board – Staffing Committee	5 th November 2025	November 2028	Y

Introduction

This Policy is designed to provide guidance in the event that a member of staff is requested to undertake Jury Service. Jury service normally lasts for 10 working days but may be longer.

Procedure

In the event that you are called up for jury service, you should contact your line manager at the earliest opportunity to discuss the matter. You should provide your line manager with a copy of the court summons and any other relevant documentation.

Where the Athelstan Trust considers that your absence on jury service could cause “substantial injury to its business”, you will be asked to make an application for excusal or deferral, as appropriate. The Trust will provide you with a letter and any other relevant evidence to support the application. The Court will then determine whether or not the deferment is granted: this is only permitted once in any 12-month period.

Allowances

You will be able to claim a loss of earnings allowance from the court for the period of your jury service. This will be subject to a maximum amount set by HM Courts and Tribunals Service. Further information on what you can claim can be found here: [Jury service: What you can claim if you're an employee - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/jury-service-what-you-can-claim-if-youre-an-employee)

The Athelstan Trust will top up the loss of earnings allowance so that you receive your normal rate of pay during the first 10 working days (pro-rata for part-time employees) on which you are absent on jury service. In other words, your pay will be adjusted so that you receive the difference between the amount of the loss of earnings allowance that you are entitled to claim and your usual pay. For the remaining period of your jury service, we will not make any further top-up payments, but you will continue to be able to claim a loss of earnings allowance from the court.

To claim the allowance, you will need to complete the loss of earnings claim form that you receive with your jury summons letter. The form should be given to your line manager immediately so that they can complete the employer's section and return it to you. You will need to take the completed form to court on your first day of jury service.

If you are not required for any part or whole court day, you will be expected to return to work for the remainder of the working day.

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