



JURY SERVICE LEAVE PROCEDURE

Approved by: Human Resources Division

1. Purpose

- 1.1 This procedure specifies the arrangements in place at the University of Limerick for the administration and monitoring of Jury Service Leave.
- 1.2 Employers and employees entitlements and obligations regarding Jury Service are covered by the Juries Act, 1976. The Act provides that when an employee is called for Jury Service, the employer must continue to pay the employee for the duration of the absence (or, for temporary staff, until the contract expires). There is therefore, no interruption to an employee's contract of employment.

2. Scope

- 2.1 Jury Service is obligatory for every citizen between the age of 18 and 70 years of age who is entered on the Register of Electors. The University encourages employees to make every effort to carry out their civic duty and report for Jury Service, when called.

3. Entitlements

- 3.1 Under Jury Service Leave, employees have the following entitlements and obligations.
 - Entitled to paid time off to attend for jury service, where they have officially been summoned to do so.
 - Provide written notification of the need to avail of Jury Service Leave to the University.

4. Notification Procedures

- 4.1 An employee called for jury service must provide written notification to the University of their need to avail of jury service leave by completing the Jury Service Leave Notification Form (Appendix 1) and submit to their Head of Department / School / Division. This form should be submitted as soon as possible on receipt of the Jury Service Summons and should be accompanied by court documentation evidencing the times and dates that the employee will be required to attend court.
- 4.2 Occasionally a person summoned for Jury Service will not be selected for a jury and will be dismissed for that day shortly after 11:00 am, in which case the employee would normally be expected to return to work for the rest of the day. This should be clarified at a local level. Where an employee is only required to attend court for part of a working day, they must return to work immediately after they have been released from court. For each day an employee attends for jury service, they must provide the University with a certificate of attendance from the County Registrar evidencing the dates and times of their jury service. Entitlement to paid time off is subject to the provision of a certificate of attendance to the Head of School / Department / Division.

5. Excusal from Jury Service

- 5.1 There are a limited number of reasons why an employee might be exempt for jury duty, which might include pressure of work, sickness or absence from the country. A “University Lecturer” is defined in legislation as a person who may be excused from jury service, if it is certified that their functions cannot be performed by another person or postponed. If there are work reasons why attendance may be problematic, then this is a matter ultimately to be decided by the employees School / Department / Division.
- 5.2 If a decision is taken by the employees Head of School / Department / Division that they should be excused, the Head of School / Department / Division will provide the employee with a letter detailing work commitments and requesting the employee be excused form Jury Service. The employee must then apply to the County Registrar to be excused providing the evidence / letter received from the University detailing the reasons for the exemption.

6. Employment Protection

- 6.1 An employee who is on jury service leave will be treated as if he or she had not been absent from work. At the end of jury service leave, an employee will be entitled to return to their original role under terms and conditions no less favourable than those that would have applied if they had not been absent.

APPENDIX 1

Jury Service Leave Notification Form

This form must be completed by the employee concerned as soon as possible after they have received a jury service summons and issued to their Head of School / Department / Division in line with Jury Service Leave Procedure.

Name of Employee			
Address of Employee			
Commencement date of employment			
School / Department / Division			
Staff ID			
Expected date start date of jury leave			
Expected Duration of jury leave	Weeks	Days	Hours
Expected date of return to work			

Where the above dates change, please provide written notice to your Head of Department / School / Division as soon as you become aware of the changes.

Please attach to this form a copy of the official jury service summons, along with court documentation evidencing times and dates that you are required to attend court. Payment will only be made on receipt of this documentation.

An employee is entitled to paid time off to attend for jury service. Where an employee is not required to attend for jury service, he or she must return to work immediately otherwise payment will not be made. Any employee abusing this leave may be subject to serious disciplinary action, up to and including dismissal.

I declare that the information given above is accurate and complete.

Signature of Employee: _____ **Date:** _____

Signature of Head of Department/School/Division: _____ **Date:** _____

Signature of HR Officer Compensation & Benefits: _____ **Date:** _____

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