

Jury Service - Jurors' Allowances

Arrangements for payments to staff on jury service are as follows:

1. During each of the first 10 working days of service:
 - a. Employees who are unable to attend work for up to, and including, 4 hours will have a deduction made from their earnings up to the equivalent amount of compensation available from the courts for absences of not more than 4 hours per day.
 - b. Employees who are unable to attend work for a period exceeding 4 hours will have a deduction made from their earnings up to the equivalent amount of compensation available from the courts for absences of more than 4 hours per day.
2. After 10 working days of jury service, employees who are unable to attend work will have a deduction made from their earnings of up to the maximum amount available from the courts for absences in excess of 10 days.

These arrangements have a number of implications:

1. Employees may claim compensation from the courts for net loss of earnings equivalent to the amounts referred to above.
2. Payments from the courts are NOT counted as earnings and are thus not liable to taxation.
3. The "savings" to the University can be re-directed to appropriate budgets, including off-setting costs of temporary absence cover if necessary.
4. The University and individual employees will continue to contribute to National Insurance and Superannuation schemes in full, as if the employee had not been called to Jury Service ensuring that there is no detriment to pensions or other benefit entitlements in the future.
5. If a reduction in pay results in earnings falling below the lower threshold for payment of National Insurance contributions a free credit can be made by the Department of Work and Pensions (DWP), if necessary, to cover the deficit. A form for this purpose will be provided by the University if appropriate.
6. In most cases, staff released for half or full days during the period of Jury Service should work normally on those occasions.

7. Subsistence and travelling allowances are paid direct to the juror by the Jury Bailiff and are not affected by these proposals.

8. Payments for loss of earnings, travel and subsistence allowances are normally made by warrant from the court offices on the last day of jury service, thus avoiding periods where jurors may be out of pocket.

9. In most cases, the gross payment deducted from salary will be greater than the payment claimed from the court, as it is now the NET loss which should match the amount claimed.

Please note that:

1. All staff must notify their line manager and enter the leave on Horizon as soon as possible upon receiving a summons for jury service.

2. Jurors' loss of earnings certificates (Form 5223, normally issued by the Jury Bailiff together with the Summons to Jury Service) should be forwarded to the Payroll Section for completion and return to the juror.

3. Records of attendance submitted to the Payroll Officer by line managers must be completed accurately and returned promptly.

4. The figures stated are net amounts; deductions from gross pay may be of a different amount to take account of the appropriate adjustments to tax.

Should you have any queries on this subject please contact the Payroll Office on ext 8572.