

# JURY DUTY MANAGERS GUIDANCE

A quick guide for managers whose employees have been cited to attend Jury Duty



## JURY DUTY CITATION LOSS OF EARNINGS FORM

Once employee has received citation to court, this must be sent to [ESC-HELPDESKTEAM@NORTHLAN.GOV.UK](mailto:ESC-HELPDESKTEAM@NORTHLAN.GOV.UK)

Managers must provide the employees

- Full Name
- Employee Number
- Employee Email

or this can be sent by the employee providing their employer number



**IT IS IMPORTANT THIS IS SENT TO THE HELPDESK AS SOON AS POSSIBLE**

The employee will receive Loss of Earnings Form prior to citation date.



### EMPLOYEE SELECTED

If employee is selected – Special Leave Jury Duty must be recorded on mySelf

They will be required to call the Jurors Line at 5pm the day before and for 5 subsequent days should they not be selected straight away

### NIGHTSHIFT WORKER

If the employee is a nightshift worker, they will be excused from their shift commencing the first day they are required to call the jurors line. This will be the first day of special leave.



Special Leave will continue for the days following Jury Duty. The last day of Jury Duty will also be Special Leave and can return to work the following night.



## EMPLOYEE ON STANDBY

If employee is not selected but within citation period, they are required to attend work as normal and Special Leave – Jury Duty should NOT be recorded

# PAYMENT RETRIEVAL

Employees receive payment from court



Send proof of payment to [esc-peopleoperations@northlan.gov.uk](mailto:esc-peopleoperations@northlan.gov.uk)



Payment deduced from employees next pay

### Amount of lost earnings allowance

4 hours or less £32.47

More than 4 hours (for the period  
from day 1 up to day 5) £64.95

Whole day rate (for the period from day 6 up  
to day 100) £129.91

Whole day rate (for each day following 100  
days) £230

If you require further assistance and guidance, please contact People Helpdesk Team on 01698 403151 or [esc-helpdeskteam@northlan.gov.uk](mailto:esc-helpdeskteam@northlan.gov.uk)