



Nicky Ackerley BA(Hons)

Nicky is the owner of HR Support Consultancy. She has a BA(Hons) in Business Studies, is a member of the Chartered Institute of Personnel and Development and has been a practising HR manager for more than 20 years. HR Support Consultancy has provided the BVNA Members Advisory Service (formerly known as the Industrial Relations Service) since it began in 2002.

Jury Service

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If you are called up for jury service your employer must allow you time off for this. If they do not, they could be in contempt of court. As an employee you have the right not to be treated unfairly.

- travel
- subsistence
- Financial loss.

The financial loss allowance may cover:

- loss of earnings or benefits
- fees paid to carers or child minders
- other payments which you have had to make as a direct result of jury service.

Receipts of proof of payment should be provided for these claims.

You may be able to delay "defer" jury service, e.g. if you

- have a holiday booked
- are having an operation

You can only defer jury service once. If you defer you must say when you will be available for jury service over the next twelve months.

If your employer mistreats you for taking jury service you should first of all follow the grievance procedure outlined in your contract.

For further support with this or any other HR issue BVNA members can call the BVNA Legal Helpline on 01822 870270 or email nicky@hrsupportconsultancy.co.uk.

What do I do if I am called for jury Service?

- let your employer know how long you'll need off and what arrangements need to be made for cover in your absence
- hand over a copy of the Confirmation of Jury Service letter you receive from the court to your employer

Will I get Paid?

Your employer does not have to pay you whilst you are on jury service. But you can claim for travel and food expenses and for loss of earnings from the court. Upon notification of jury service you must inform your employer immediately.

You need to get your employer to fill out a Certificate of Loss of Earnings to claim for loss of earnings. There are limits on the amount that you can claim.

You can claim three types of allowances from the court when you are completing jury service:

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