

## Jury Service Policy

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### About TalentEd

**TalentEd** is a registered charity, committed to delivering services which address the following objectives:

1. The advancement of education; and
2. The relief of those in need by reason of financial hardship or other disadvantage

We do this by supporting high ability students from low income backgrounds to help realise their full academic potential.

## 1. Introduction to Jury Service Policy

Jury service is a civic duty and if a staff member is summoned TalentEd must allow that person to complete their jury service.

This policy applies to Directors and other staff within TalentEd's 'central team'. It sets out the usual procedure and the responsibilities of staff when summoned and during their jury service.

## 2. Summons

A letter of summons is received at least 10 days before the juror is due in court. Staff must show the original copy of the summons to their line manager within 1 working day of receiving it. The employee and the line manager must discuss the impact of the jury service on the organisation and the employee must make arrangements for their work to be covered by other staff.

Jury service normally lasts for 10 days. If a trial is expected to last for longer, the juror has the right to appeal to the judge for dispensation to be excused before the trial starts. The judge will assess the appeal and their decision is final.

During the normal 10 day period of jury duty the employee will be granted additional paid leave. The employee should request this leave and discuss arrangements for pay with their line manager when they show their jury summons letter.

In the event of the jury period lasting more than 10 days, the employee must contact their line manager as soon as possible to request an extension of the paid leave. The decision as to whether this will be granted will rest with the Director, or the Chair of trustees if the employee in question is a Director. The employee should contact their line manager as soon as possible if their jury service is due to last longer than 10 days, so that arrangements can be made.

During jury service, staff must return to work if they are dismissed from jury service for the rest of the day, week, or if they are told they are not needed during their jury service period.

### 2.2 Deferment

If the line manager and staff member feel that the timing of the jury service will have a particularly adverse effect on the organisation, the staff member in question can appeal in writing to defer their service. This must be completed immediately and the final decision rests with the court. The juror is likely to be summoned with revised dates if the

deferment is granted, but they will not have the right to defer again within the next 12 months.

### **2.3. Duration**

Jury service normally lasts for 10 days. If a trial is expected to last for longer, the juror has the right to appeal to the judge for dispensation to be excused before the trial starts. The judge will assess the appeal and their decision is final.

## **2. Pay**

During the normal 10 day period of jury duty the employee will be granted additional paid leave. The employee should request this leave and discuss arrangements for pay with their line manager when they show their jury summons letter.

In the event of the jury period lasting more than 10 days, the employee must contact their line manager as soon as possible to request an extension of the paid leave. The decision as to whether this will be granted will rest with the Director, or the Chair of trustees if the employee in question is a Director. The employee should contact their line manager as soon as possible if their jury service is due to last longer than 10 days, so that arrangements can be made.

During jury service, staff must return to work if they are dismissed from jury service during normal working hours, or if they are told they are not needed by the court for any period during their jury service period.