

Sustain's guidance on time off for Jury Service

This document sets out Sustain's approach with regard to jury service and complies with statutory entitlements, as well as going above statutory requirements on pay (see below).

1. What to do when you receive notice of Jury Service

- Any employee who is requested to perform Jury Service must notify their line manager and Sustain's Head of Finance immediately upon receipt of the notification.
- The employee must provide their line manager with written evidence that they are to attend Court as a Juror.
- In certain situations the employee can request to delay Jury Service for either work or personal reasons. If the postponement is for work reasons, the employee should inform the Head of Finance, who will produce the appropriate letter, in consultation with the employee and the line manager.

2. Effect of Jury Service on pay

- Whilst on Jury Service, the employee is not entitled to receive pay from Sustain. However, Sustain will continue to pay employees in the normal way for up to two working weeks.
- If the Jury Service will be for longer than two working weeks, then the employee should let Sustain know as soon as possible to enable a review of the situation. For Jury Service lasting longer than two working weeks, the employee can claim a loss of earnings allowance from the court. Sustain will provide documentation or other support to enable such claims.
- Sustain may be able to top up the loss of earnings allowance, by request, but this is not guaranteed. Requests for top-up will be treated sympathetically. Sustain's ability to make such payments will be dependent on a number of factors such as length of Jury Service, contractual arrangements, funding available, funder requirements, and whether Sustain will need to recruit and pay another person to cover for the employee's extended absence.

3. Information for internal use

Date of most recent update:	20/05/22		
Reviewer and lead on policy:	Kath Dalmeny, Quoc-anh Tran		
Considered by management team:	Yes / No	Done (date):	24/03/22
Approved by (usually Chief Executive):	Kath Dalmeny	Done (date):	24/03/22
Sustain Council of Trustees approval required?	Yes		
At which Council meeting?	May 2022	Done (date):	May 2022
Is this policy in the list of 'required' policies?	Yes		
For <u>required</u> policies only, updates include	To be reviewed by SLT and Council of Trustees (May 2022 meeting)		
Next review date	May 2025		
Filed in Sustain drive (drive and folder names):	Line Managers drive, HR folder		
Publish privately on intranet?	Yes		
Publish publicly on Sustain website?	No		
Policy adapted from template provided by CBR Solutions: www.cbrsolutions.org.uk			