

Time Off for Jury Duty or Attendance as a Witness Policy

Contents

1. Introduction.....	1
2. Who is Covered by This Policy?	1
3. Jury Duty	1
4. Notice of Jury Duty and Requesting Time Off.....	1
5. Excusal From Jury Duty	2
6. Attendance at Court as a Witness.....	2
7. Pay During Jury Duty or Attendance as a Witness	3
8. Cancellation	3
9. Further Information and Support.....	3
10. Policy Review.....	3

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1. Introduction

At Strathclyde we want everyone to play a full role in their community and will support you if you're called for jury duty or are cited as a witness in court proceedings.

In this policy you'll find information about what time off is available, what pay you'll receive, how to request time off, and more.

And just so you know, we have a separate policy for staff who, based on their skills and knowledge within their academic or professional field, are invited to give expert evidence as part of formal legal proceedings. If this applies to you, you should refer to our code of practice as well as our guidance on being an [Expert Witness](#).

Please note, if this policy refers to additional guidance, FAQs, online forms, or training, these are accessible to University colleagues on our [People Hub](#).

2. Who is Covered by This Policy?

This policy applies to all employees of the University.

3. Jury Duty

Serving on a jury is an important public duty. You may be cited for jury duty at any time, selected at random from the electoral register.

Not everyone cited for jury duty will be selected for the jury. A 'ballot' is undertaken by the court to select several individuals from those cited, so you may be selected as a juror, selected as a substitute juror, or not selected at all.

If you're cited for jury duty, you'll be given the necessary time off work on full pay.

4. Notice of Jury Duty and Requesting Time Off

If you're called for jury duty, you'll be given a minimum of four weeks' notice and you'll need to respond within seven days, so it's important to let us know as soon as possible.

Your manager may ask for a copy of your jury citation, so we know the date and likely amount of time off you'll need. Usually, jury duty is for 10 working days, although for some complex cases it may be longer. If you're told at the court that it's likely to last for longer than two weeks, you need to tell your manager as soon as possible so they can plan ahead.

You'll also need to complete the [Jury Duty/Attendance as a Witness Form](#) (staff login required) and attach your citation. Our Payroll team will then complete a Loss of Earnings Certificate and send it back to you in advance of your court date. This will enable you to claim loss of earnings from the court.

If you are then selected from the ballot to be a juror and dates are confirmed, let your manager know.

5. Excusal From Jury Duty

At Strathclyde, we'll only ask that you request a discretionary excusal due to work commitments in extenuating circumstances.

6. Attendance at Court as a Witness

If you're called as a witness by court citation, you'll be given time off work on full pay to attend the court. Please give your manager as much notice as possible and provide a copy of your citation.

If you're requested to be an expert witness in legal proceedings, and receive a fee or payment for your time, you'll need to tell your manager. An equivalent amount will then be deducted from your next available salary payment.

If you're requested to be a witness in an unofficial capacity (for example, a character witness not by court citation), any time away from work will normally be unpaid.

Where time off is unpaid, you can request annual leave or agree to work the time back, where possible.

7. Pay During Jury Duty or Attendance as a Witness

So that you'll not be out of pocket, we'll pay your normal salary while you're on jury duty or attending court as a witness. However, as outlined earlier, you'll need to submit the Certificate of Loss of Earnings Form to the court.

It's your responsibility to ensure you submit the completed Certificate of Loss of Earnings Form to the court – we will not do this on your behalf.

Once you've been reimbursed by the court, you must complete a [Jury Duty/ Attendance as a Witness Update Form](#) (staff login required) to inform us of the amount received. This amount will then be deducted from your next salary payment.

You should neither lose nor gain financially from performing your public duties on jury duty or as a witness cited by the court. Failure to declare reimbursement of loss of earnings or any fees/ payment received from the court may be dealt with under our [Disciplinary Procedure](#).

8. Cancellation

If your jury duty /court appearance is cancelled or cut short, we still need you to complete the Jury Duty/Attendance as Witness Update Form to ensure you are paid correctly. You should also let your manager know and return to work.

9. Further Information and Support

If you have any queries about this policy, please talk to your manager or contact [Human Resources](#).

Serving on a jury or being a witness in a criminal or civil case can be a distressing experience. Our free and independent Employee Assistance Programme (EAP) provider can offer confidential support in these circumstances. Visit our [Wellbeing Hub](#) for more information.

10. Policy Review

This policy is reviewed by Human Resources on a regular basis. To see when the next review is due, please refer to our [Policy Review Schedule](#) (staff login required) on our People Hub.