

1 Policy Summary

This policy deals with Employers' and Employees' entitlements and obligations regarding Jury Service, covered by the Juries Act 1976.

2 Purpose of Policy & Definitions

Provision of Act

The Act provides that when an employee is called for Jury Service, his or her employer must:

- Continue to pay him/her for the duration of the absence, with no interruption to an employee's contract.
- Limited number of reason for exemption from serving on a Jury for a particular period only. Reasons might include, pressure of work, sickness or absence from the country.

3 Scope of the Policy

Jury Service is obligatory for every citizen between the age of 18 and 70 years of age who is entered on the Register of Electors. UCD HR would encourage employees to make every effort to carry out their civic duty and report for Jury Service, when called.

4 Policy & Procedures

Where pressure of work or for any other reasons why attendance may be problematic, attendance is ultimately to be decided by the Head of School / Unit. If the employee should be excused, the Head of School / Unit should write a letter to the County Registrar requesting the employee be excused. Before being granted leave of absence to attend Jury Service, the employee should give to his or her Head of School / Unit, a copy of the Summons to sit on the Jury. This Summons should not be forwarded to UCD HR but retained within the School / Unit. Occasionally a person summoned for jury service will not be selected for a jury and will be dismissed for that day shortly after 11:00 a.m, in which case the employee would normally be expected to return to work for the rest of the day. This should be clarified at a local level.