



etbi
Education and Training
Boards Ireland
*Boird Oideachais agus
Oiliúna Éireann*

JURY SERVICE

POLICY

***For all staff in
Education and
Training Boards
Ireland***

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Implementation Date	31 st July 2020
Review Date	31 st July 2022
Next Review Date	31 st July 2023
DES Circular Letter	Legal Obligation
Date approved by ETBI Board	26 th January 2021

Jury Service Policy for all staff in Education and Training Boards Ireland

This policy must be brought to the attention of all staff employed by and seconded to ETBI including those on approved leave of absence.

ETBI will provide this policy to all staff through appropriate means (e.g. direct correspondence, SharePoint, CPD, induction and mentoring programmes and/or on the ETBI website).

Any queries in relation to the ETBI Jury Service policy should be communicated to internalpolicies@etbi.ie in the first instance.

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1. PURPOSE

This policy informs all employees covered by the Juries Act 1976 of their rights and entitlements while in this employment. This policy covers all full-time, part-time, and temporary employees.

2. ENTITLEMENT

Under our jury service leave, you have the following entitlements and obligations.

- You are entitled to paid time off to attend jury service, where you have officially been summoned to do so.
- You must provide written notification to the organisation of your need to avail of jury service leave. This notification should be given as soon as possible after you have received the jury service summons. Such notification should be accompanied by court documentation evidencing the times and dates that you will be required to attend court.
- Where you are only required to attend court for part of a working day, you must return to work immediately after being released. For each day you attend jury service, you must provide the organisation with a certificate of attendance from the County Registrar evidencing the dates and times of your jury service.

3. ANNUAL LEAVE AND PUBLIC HOLIDAY BENEFITS

While on jury service leave, you will retain your full entitlement to annual leave and public holiday benefits.

4. EXCUSAL FROM JURY SERVICE

Where you feel your work commitments make it impractical for you to carry out jury service, you may apply to the County Registrar to be excused. If you need to provide evidence from the organisation that it is necessary for you to be excused from jury service, please get in touch with your manager/the HR department, /which will provide you with a letter detailing your current work commitments.

5. EMPLOYMENT PROTECTION

An employee who is on jury service leave will be treated as if they had not been absent from work. At the end of jury service leave, the employee will be entitled to return to their original job under terms and conditions no less favourable than those which would have applied if they had not been absent.

6. FORM

When applying for Jury service, the “Notice to employer of the intention to take jury service leave” must be complete

Notice to employer of intention to take jury service leave Form

This form must be completed by the employee concerned as soon as reasonably practicable after he or she has received a jury service summons.

The employer may request evidence in relation to the requirement to attend jury service.

Name of Employee			
Address of Employee			
Commencement date of employment			
Department			
Staff ID (If applicable)			
PPS Number			
Expected date start date of jury leave			
Expected Duration of jury leave	Weeks	Days	Hours
Expected date of return to work			

Where the above dates change, please provide written notice to your manager/the HR Department as soon as you become aware of the changes.

Please attach a copy of the official jury service summons to this form, along with court documentation evidencing times and dates that you are required to attend court.

An employee is entitled to paid time off to attend jury service. Where an employee is not required to attend jury service, he or she must return to work immediately. Any employee abusing this leave may be subject to serious disciplinary action, up to and including dismissal.

I declare that the information given above is accurate and complete.

Signature of employee: _____ Date: _____

7. REVIEW OF POLICY

There will be a review of this policy two full years after its introduction or earlier if deemed necessary by ETBI management

