



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

# JURY SERVICE

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## POLICY

*For all staff in  
Education and  
Training Boards  
Ireland*

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## **I. PURPOSE**

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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**

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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**

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

## **4. EXCUSAL FROM JURY SERVICE**

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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**

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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**

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An application for jury service must be made in writing to your line manager and Human Resources, enclosing your jury duty letter when booking the leave on Zoho People.

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

## **7. REVIEW OF POLICY**

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

