

Guidance Document

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Jury Service Guidance for Employees

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MAYOR OF LONDON

Transport for London



Jury Service Guidance for Employees

When you are summoned to attend court as a juror you should inform your Line Manager immediately, you will be granted jury service leave for the period of your jury service.

A Loss of Earnings form will be sent from the courts requesting salary and work pattern information. This form should be given to your Line Manager who will complete the work pattern information and will contact HR Services on auto 1729 or 0800 0155071 to request your net daily rate of loss of earnings (this is provided on an individual basis by Payroll Services).

Once your Line Manager has completed this form it should be returned to you. This should be handed in to the clerk of the court on your first day of attendance to enable them to calculate any monies owed whilst attending as a juror.

All employees will receive their contractual salary from TfL for the first 10 days of jury service less the daily allowance paid to them directly by the court (up to a maximum of £64.95 per day or £32.47 if less than four hours) * After ten days the allowance increases to a maximum daily rate of £129.91.*

You should enter your jury service dates through SAP ESS (Employee Self Service). If you click on me at work/my time/request leave and select 'Jury Service'.

If you do not have access to ESS, you can ask your local Administrator to enter the dates on your behalf on the absence screen using wage type 0220 – Jury service.

Payroll Services run reports each pay period which enables them to enter the necessary gross adjustment ensuring the correct amount of jury service allowance is deducted from your pay.

The jury service adjustment will show on your payslip as a gross figure deduction under the pay column. This allows for the calculation of the net amount (the payment already received from the court) to be deducted resulting in the amount payable showing the correct monies for that period. See example shown below.

***These figures are correct as from the 1st April 2013 and are subject to change by the Lord Chancellor's department.**

NB

It is a legal requirement to release an employee who has been summoned to attend for jury service. An employee can make a request to the Jury Central Summoning Bureau to defer or be excluded from jury service for up to 12 months from the original date. Only one such request can be made.