

Pay Arrangements in respect of Jury Service

Employees selected for jury service must inform their Head of Department in relation to the need for absence. The College will grant leave of absence with pay on condition that the money received from the Court is reimbursed to the College. The following arrangements will apply –

1. The Court will send the employee an official notification which will include a Loss of Earnings form which needs to be completed by the Payroll Office. The employee should make arrangements with Payroll to have the Loss of Earnings form completed. Once completed the employee then returns the Loss of Earnings form to the Court.
2. The employee should claim the maximum amount to which they are entitled in respect of Loss of Earnings.
3. The College will continue to pay, full pay during the period of jury service on condition that the employee signs the below authorisation, indicating that they understand and agree that the amount refunded for Loss of Earnings by the Court will be deducted from their pay.
4. As soon as the jury service is completed the employee should forward the official notice of Loss of Earnings paid by the Court to the Payroll Office.
5. Payroll will make the appropriate deduction on the next available pay. Please note the College will only deduct for Loss of Earnings, any other amounts reimbursed by the court, for example; Subsistence or Travel, will be retained by the employee.

If you require any clarification of these arrangements or further information you should contact Payroll Services on ext 7938 or e-mail payroll@gold.ac.uk.

Recovery of Pay received whilst absent on Jury Service

I understand that during my period of jury service I will continue to receive full pay from the College. I agree that at the end of my jury service I will provide a copy of the official notice of Loss of Earnings paid by the Court to the Payroll Office and that the amount paid in respect to Loss of Earnings will be deducted from my pay on the next available pay day.

Full Name _____

Payroll Number _____

Department _____

Signature _____

Date _____