

Diocese of Elphin – HR Policy Handbook

Document Name: Jury Leave Policy
Document No: 6.1.8 (original)
Effective Date: 15th February 2019
Written By: Frank Mitchell, HR Advisor
Approved By: +Kevin Doran, Bishop of Elphin



Operating under the patronage of Our Lady of the Immaculate Conception, the Diocese of Elphin aims to provide staff members with a safe, caring and supportive Christian environment in which to carry out their work. Work objectives are to be advanced with due regard to the needs and dignity of each staff member and with due regard for the individuals and communities the diocese serves.

This document outlines the Diocesan policy on Jury Leave. It is applicable to parishes, offices, agencies and any entity operating under the governance of the Diocese of Elphin (hereafter referred to as "the employer"). Line Managers (Bishop, Priests, Deacons, Religious, Lay Personnel who supervise staff members) are responsible for communicating this policy and having it signed off by their staff member(s).

Introduction

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

Entitlements

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

- You are entitled to paid time off to attend for jury service, where you have officially been summoned to do so.
- You must provide written notification to "the employer" 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. *See appendix 1 Notice of intention to take jury service leave form.*
- Where you are only required to attend court for part of a working day, you must return to work immediately after you have been released from court. For each day you attend for jury service, you must provide the 'diocese' with a certificate of attendance from the County Registrar evidencing the dates and times of your jury service.

Annual leave and public holiday benefit

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

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 employer" that it is necessary for you to be excused from jury service, please contact your line manager, who will provide you with a letter detailing your current work commitments.

Employment protection

A staff member who is on jury service leave will be treated as if he or she had not been absent from work. At the end of jury service leave, you will be entitled to return to your original job under terms and conditions no less favourable than those which would have applied if you had not been absent.

For further information please contact:

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 Email: hr@elphindiocese.ie
 Mobile: 087 240 4882

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Appendix 6.1.8(a) Notice to employer of intention to take jury service leave

This form must be completed by the staff member concerned as soon as reasonably practicable after he or she has received a jury service summons, together with evidence in relation to the requirement to attend for jury service.

Name of Staff member			
Address of Staff member			
Commencement date of employment			
Current Position			
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 as soon as you become aware of the changes. Please attach to this form a copy of the official jury service summons, along with court documentation evidencing times and dates that you are required to attend court. A staff member is entitled to paid time off to attend for jury service. Where a staff member is not required to attend for jury service, he or she must return to work immediately. Any staff member 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 staff member: _____ Date: _____