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|  | West Lothian Council |

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| COURT ATTENDANCE |

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| **JURY DUTY & TIME OFF** |

## You must advise your line manager when you receive a summons for jury duty. You will be granted time off work to attend jury duty (unless exemption of attendance is secured e.g. for medical, occupation or other special reasons).

## Under National Terms and Conditions for Local Government Employees **you must claim loss of earnings from the Court.** The council will pay your normal salary with the exception of any expenses payable by the court. However, in order to ensure that you are not out of pocket, the council will pay your normal salary and will deduct any expenses paid by the court from the next available salary.

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| **CLAIMING LOSS OF EARNINGS**  |

The Court will give you a Jury Expenses Claim Form and a **Certificate of Loss of Earnings**. The Certificate of Loss of Earnings must be submitted (along with a copy of your citation) to HR Operations & Reward for completion **before** attending Court.

The completed certificate will be returned to you for you to submit to the Court. Along with the completed certificate, HR will provide you with a **Reimbursement of Court Expenses** form for you to complete on your return to work. The Reimbursement of Court Expenses form must be authorised by your line manager.

If you are notified **prior** to attending court that you will not be required, you will be expected to report for work as normal. You should complete the Reimbursement of Court Expenses form indicating that you were not required to attend court. You are also expected to return to work when released from court either for whole or half days.

**Failure to submit the Reimbursement of Court Expenses form will result in loss of pay.**

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| **WITNESS** |

Employees called as a witness by the council, will be regarded as being on authorised council business.

#### Witness for Defence

For employees called as a witness by persons other than the council, the absence will be treated as unpaid leave. Loss of earnings is recoverable from those issuing the citation to attend as a witness.

Witness for Prosecution

Employees who receive a summons, as a witness for the prosecution, will be granted special leave with pay to attend (unless exemption of attendance is secured).

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| **REIMBURSEMENT OF COURT EXPENSES** |
| Name (PRINT): |  |
| Place of Work: |  |
| Employee Number: |  |

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| **Details of Court Attendance and Payment of Loss of Earnings** |

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| Date(s) attending court: |  |
| Amount paid by the court for loss of earnings (excluding travel expenses or other additional expenses eg childcare):  | £ |

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| **Court Attendance Not Required** |
| I was not required to attend court and was not absent from work (tick if appropriate): |  |

#### Manager’s Authorisation

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| Name (PRINT): |  |
| Designation: |  |
| Signature: |  | Date: |
| Completed form AND **Weekly Absence return for that period**, to be returned to:Payroll, Civic Centre, Howden South Road, Livingston EH54 6FF. |

**FOR OFFICE USE ONLY**:

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| Input by: |  |
| Date: |  |
| Control Check: |  |