

Maynooth University
Human Resources
Office

Jury Leave Policy

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Scope: This policy applies to all Maynooth University employees.

Revision History

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Relevant Information

[Jury's Act 1976](#)

[Department of Justice's website](#)

Section One

1. Policy Statement

- 1.1 The purpose of this policy is to outline how the University facilitates paid time off work for employees who have been summoned by a Court to attend as a jury member.

2. Eligibility for Jury Leave

- 2.1 All employees are entitled to paid jury leave. There is no minimum service period for an employee to take jury leave.
- 2.2 If an employee is found to be abusing this leave, they may be subject to disciplinary action in line with the University's disciplinary policy and procedures.

3. Arrangements during Jury Leave

- 3.1 An employee is entitled to paid time-off from work to attend for jury service, where they have been officially summonsed to do so.
- 3.2 Where an employee is only required to attend court for part of a working day, the employee must return to work, as is reasonably practical after being released from court.
- 3.3 During jury leave, an employee will be treated as if they had not been absent from work.
- 3.4 Absence on jury leave counts as reckonable service for the purposes of any other leave to which an employee is entitled, such as annual leave, public holidays, or sick leave. Jury Leave is also reckonable for pension purposes.
- 3.5 If an employee becomes ill whilst on jury service, they must forward a copy of the medical certificate submitted to the County Registrar/Jury Office with confirmation that they have been excused from Jury Service due to illness, to Human Resources on their return to work.
- 3.6 Where appropriate, probationary periods will be suspended while an employee is on jury leave.

Section Two

4. Applying for Jury Leave

- 4.1 An employee who requires jury leave must notify the University accordingly as soon as possible after the summons of jury service has been received.
- 4.2 This notification must be provided by making an online application for jury leave through the University's Core HR Employee Self Service (ESS) portal and providing the Human Resources office with a copy of the jury service summons via email or hardcopy, evidencing the times and dates that attendance at court is required.
- 4.3 At the end of an employee's jury service, they will provide the Human Resources office with a certificate of attendance. The County Registrar/Jury Office can provide this certificate of attendance on request.
- 4.4 Where an employee feels their work commitments make it impractical for participation for jury service, the employee may apply to the County Registrar to be excused. In making such an application, the employee may need to provide evidence from the University. In such circumstances, the employee should contact the Human Resources office which will provide a letter detailing the employee's current work commitments. This letter will be drafted in consultation with the employee's Head of Department.

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