



RCSI

Jury Duty

Purpose

RCSI will facilitate staff to fulfil their civic responsibilities by serving jury duty when required. This leave is paid.

The purpose of this policy is to outline RCSI's policy and procedure relating to Jury Duty

Scope

This policy applies to all RCSI staff.

Policy and Procedure

- You must show the jury duty summons to your Head of Department/nominee as soon as it is received, so that arrangements can be made to accommodate your absence.
- 'Excused as of right' (not an automatic exemption): Excusal from jury service may be allowed under the Juries Acts for academic staff in an educational institution, provided that the service performed by you cannot be reasonably performed by another or postponed. If academic staff wish to be excused from jury service, enter the reason in Part 3 of the jury summons and enclose any supporting documents to the contact details as set out in the Courts form.
- You must provide to the Human Resources Department a Certificate of Attendance for each day of absence from work. Certificates of Attendance can be procured from the Clerk of the Court covering the period of jury service.
- While serving, if excused for part of the day (four hours or more) you must return to work.
- When you are released from jury service you must return to work immediately

RCSI must be notified of any payments towards loss of earning received in respect of jury service from the State. These will be deducted from your salary.

Getting Further Help

The Human Resources department is available to support any member of staff in understanding or implementing the content of this policy and procedure.

Policy Review

The Human Resources Department will ensure that this policy will be monitored and kept under review.