

Jury Service Leave Policy

1. Policy Statement

In accordance with the Juries Act 1976, Keltech will grant jury service leave to employees who are summonsed to attend for jury service to enable them to carry out their civic duty.

2. Purpose

The purpose of this policy is to inform employees of their rights and entitlements when called to attend for jury service and to outline the procedure which must be followed in such instances.

3. Scope

All employees of Keltech.

4. Responsibilities

- 4.1. Employees are required to adhere to the provisions outlined in this policy.
- 4.2. Supervisors are responsible for ensuring all employees comply with the terms of this policy.
- 4.3. The HR Coordinator is responsible for ensuring consistent application of this policy and providing advice and support to supervisors regarding the monitoring and management of this policy.

5. Entitlement

- 5.1. Employees are entitled to paid time off to attend for jury service, where they have officially been summonsed to do so.

6. Notification Process

- 6.1. As soon as an employee is summonsed to attend for jury service they must provide the company with written notification of their need to avail of jury service leave. A copy of the summons and evidence of the times and dates of the court must accompany the notification.
- 6.2. An employee who attends for jury service must provide Keltech. with a certificate of attendance from the County Registrar evidencing the dates and times of their jury service.
- 6.3. Where an employee is only required to attend court for part of a working day, the employee must turn to work immediately after they have been released from court.

7. Conditions while on Jury Service Leave:

- 7.1. During jury service leave, an employee will be deemed to be in employment and their employment rights will be protected.
- 7.2. Annual leave and public holiday entitlements accrue while an employee is on jury service leave.

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8. Excusal from Jury Service:

- 8.1. Where an employee believes that their work commitments make it impractical to carry out jury service, they may apply to the County Registrar to be excused.
- 8.2. The employee may need to provide evidence from Keltech. that it is necessary to be excused from jury service. In such instances, the employee should contact the HR Coordinator who will provide them with a letter detailing their current work commitments.