

## Jury Service Leave Application Form – HR 108 (h)

This form is to be used by employees to apply for Jury Service Leave.  
Please complete in Block Capitals/Tick appropriate boxes

Section 1. To be completed by Employee																											
Surname:							First Name:																				
Grade:							Personnel No: <table border="1" style="display: inline-table; border-collapse: collapse; width: 100%;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>																				
Location:							PPS No. <table border="1" style="display: inline-table; border-collapse: collapse; width: 100%;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>																				
I hereby notify my employer that I have been called for Jury Service and hereby apply for Jury Service Leave in accordance with the provisions of the HSE Terms and Conditions of Employment (Revised) May 2009																											
Number of days called for Jury Service:																											
From date		D	D	M	M	Y	Y	Y	Y	To date		D	D	M	M	Y	Y	Y	Y								
Signature:							Date							D	D	M	M	Y	Y	Y	Y						
Section 2. To be completed by the Line Manager																											
I have checked the relevant supporting documentation required for the leave requested and confirm that the leave required complies with the terms outlined in the relevant HR policy																											
Application Approved				Yes <input type="checkbox"/> No <input type="checkbox"/>				If no, give reason																			
Signature:							Date							D	D	M	M	Y	Y	Y	Y						
Name:							Grade:																				
Contact Phone No:							Mobile No:																				
Email Address:																											
Section 3. To be completed by Human Resources Personnel Administration																											
System Updated by:							Name:																				
Contact Phone No:							Date:							D	D	M	M	Y	Y	Y	Y						
Comments:																											
Section 4. Circulation List																											
1							2																				
3							4																				
5							6																				
7							8																				

## Explanatory Note on Jury Service Leave

The Juries Act, 1976 provides that every citizen aged between 18 and 70 years who is entered in the Dail Electoral Register may be called for jury service, with the following exceptions: Certain professional categories are excused as of right, including:

Nurses;  Dentists;  Pharmacists; and  Medical Practitioners

An employee who has served (or attended to serve) on a jury in the previous three years may be excused by the county registrar. A judge may also excuse a juror from service for a period of time.

Employers have a duty to allow employees to attend for jury service. However, if it is not possible due to service requirements to allow the employee to attend, s/he may be granted a certificate from the appropriate manager, stating that it would be contrary to the public interest for him/her to serve as a juror because s/he performs essential and urgent services of public importance that cannot reasonably be performed by another or postponed.

An employee is treated as employed during any period s/he is complying with a jury summons. Thus, an employee is entitled to pay (basic plus any regular allowances e.g. long-term acting up and continuous location allowances) and continues to accrue entitlements to annual leave, incremental credit, etc, while on jury service.