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| <b>Policy and Procedure Guide</b> |
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| <b>Subject:</b> Jury Service | <b>Date Effective:</b> September 2011       |
|                              | <b>Review Date:</b> By end of December 2012 |

**Responsible to:** General Manager**Applies to:** All staff

**Purpose:**

1. To establish procedures where staff can undertake Jury Service.
2. To establish procedures where staff called for Jury Service who wish to seek exemption for work-related reasons shall receive support in seeking exemption from this duty for reasons of employment.

**Definitions:** •**References:** •

## POLICY

1. The Association supports staff to undertake Jury Service.
2. The Association supports applications from staff seeking exemption from Jury Service.

## PROCEDURES

1. A staff member, having been called to perform Jury Service, shall be encouraged to attend.
2. Staff will apply on the Association's leave form, stating Jury Service as the type of leave required.
3. Teachers attending Jury Service will arrange a reliever using normal Association procedures.
4. Any payment received by staff for attending Jury Service will be reimbursed (minus travel costs) to the Association.
5. A staff member may elect to seek exemption from the Court.
6. Work-related reasons for exemption may be the effect on the kindergarten programme or children if the teacher is absent.
7. Where exemption is sought for employment reasons, the staff member will contact the Human Resources Officer who will provide a letter of support for the exemption.