

[Print on one side of A4 paper or insert Address]

<<Employee's Name>>  
<<Address>>  
<<Address>>  
<<Post Code>>

<<Date>>

Dear << >>

Thank you for advising us that your absence for jury service, which we understand is expected to last from <<insert date>> to <<insert date>>. Please provide us with <<insert information re jury service, you must provide us with jury summons OR any other relevant documentation>>. Before going on jury service, please ensure that you take all the usual steps you would take for any other absence (e.g. annual leave). Please keep us informed of the length of time that you expect to be absent from work for jury service.

[While on jury service, you will continue to receive your normal rate of pay and so you do not need to complete the Certificate of Loss of Earnings or Benefit that you should have received with your jury summons.]

[While on jury service, you will continue to receive your normal rate of pay subject to the deduction of any monies payable in respect of loss of earnings. You should complete the Certificate of Loss of Earnings or Benefit that you should have received with your jury summons and return it to HM Courts and Tribunals Service. This will enable you to receive reimbursement, up to a limit, for the loss of earnings incurred due to being absent from work.]

[The time off for jury service will be paid at your normal rate of pay. You should complete the Certificate of Loss of Earnings or Benefit that you should have received with your jury summons and return it to HM Courts and Tribunals Service. This will enable you to receive reimbursement, up to a limit, for the loss of earnings incurred due to being absent from work.]

If your services are not required for jury service, you will be expected to return to work for the remainder of your absence. Please speak to me if you have any queries.

Yours sincerely

<<Name & Title>>

For and on behalf of <<Company Name>>