**Form JS2 - Completion of Jury Service confirmation**

Please complete this form and send to People & OD Operations, 2nd Floor, Simon Building, as soon as possible on completion of your jury service.

It is important as loss of earnings will be deducted from your pay until People & OD Operations receive this form.

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| --- |
| Your details |
| Surname: |  |
| First name(s): |  |
| Post Title: |  |
| Organisational Unit: |  |
| Contact Telephone Number (at work): |  |
| Employee Number (on pay slip): |  |
| Your Line Managers details |
| Name: |  |
| Post Title: |  |
| Contact Telephone Number (at work): |  |
| Jury Service details |
| Please list any dates which you were not required to attend court and came to work instead:(your salary will be adjusted to repay any loss of earnings deducted for these days)  |
| First day of jury service: |  |
| Last day of jury service: |  |
| Return to work date: |  |
| Signature: |  |
| Date: |  |