**Form JS1 - Notice of Jury Service**

Please complete this form and send to People & OD Operations (people-od.operations@manchester.ac.uk) , 2nd Floor, Simon Building, together with your confirmation letter and certificate of loss of earnings from the Courts Service.

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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 work pattern Please state your normal working hours (e.g. Monday 9am – 5pm) |
| Monday |  | Thursday |  |
| Tuesday |  | Friday |  |
| Wednesday |  | Saturday |  |
|  |  | Sunday |  |
| Your Line Managers details |  |
| Name: |  |
| Post Title: |  |
| Contact Telephone Number (at work): |  |

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| Jury Service details |
| Dates (notified in your letter from the Court Service) |  |
| Loss of earnings during Jury Service (see also Financial hardship loan application overleaf) |
| £64.95 per day loss of earnings will be deducted from your salary whilst you are on jury service. These deductions will continue until you confirm your return to work.Therefore, you must inform People & OD Operations as soon as your jury service ends:* If you returned to work for any days when you were expected to be on jury service,
* The date your jury service ended and confirm your return to work date.

Please use Form JS2 to do this |
| Employee declaration – MUST BE COMPLETED BY ALL EMPLOYEES |
| I understand that £64.95 per day will be deducted from my salary for each day that I am on jury service. However, I understand that I can claim this back from the Court Service.I accept that I must complete and return Form JS2 to People & OD Operations as soon as possible to:* inform People & OD Operations of any days which I returned to work as I was not needed by the court, during my period of jury service
* confirm my return to work date

I accept that I must keep my manager informed of my expected return to work |
| Signature: |  |
| Date: |  |

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| Financial hardship - loan application |
| In order to alleviate financial difficulties during your jury service, the University will make a loan payment to you of £64.95 per day for each day that you are absent from work on jury service.Loss of earnings will still be deducted from your pay (as stated above), but the University will loan you the same amount back so that you will not be out of pocket during the jury service period.You must repay the full amount loaned at the end of your jury service. Repayment will automatically be taken out of your salary the month following the completion of your jury service. For example: Jury service for 2 weeks during August, repayment of loan will be taken from your salary in September.Please note - the loan repayment will automatically be taken out of your salary irrespective of whether you have claimed or received this money from the Court Service |
| Employee declaration – OPTIONAL IF YOU WISH TO APPLY FOR A LOAN |
| I confirm that I wish to receive a loan from the University of £64.95 per day whilst I am on jury service and I authorise the repayment of the full sum of this loan from my salary in the month following the completion of my jury service. I accept that I must complete and return Form JS2 to People & OD Operations as soon as possible to:* inform People & OD Operations of any days which I returned to work as I was not needed by the court, during my period of jury service
* confirm my return to work date

I accept that I must keep my manager informed of my expected return to work |
| Signature: |  |
| Date: |  |