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

Please complete this form and return it to Employment Services via email as soon as possible on completion of your jury service.

* **FSE –**People.EmploymentServicesFSE@manchester.ac.uk
* **BMH –**People.EmploymentServicesFBMH@manchester.ac.uk
* **HUM –**People.EmploymentServicesFHUM@manchester.ac.uk
* **PS&CI –**People.EmploymentServicesPSCI@manchester.ac.uk

It is important to do so as loss of earnings will be deducted from your pay until Employment Services receive this form.

|  |
| --- |
| 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: |  |