

JURY DUTY

DOCUMENT TITLE: Jury Duty

REVISION: 1.01

DOCUMENT CONTROL LOG:

	Name	Role	Signature	Date	Rev
Prepared By	Luke Deasy	Managing Director		10/02/2023	1.01
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Reviewed By	Peter Lane	EHS Officer		12/06/2025	1.01

JURY DUTY POLICY:

An employee who is required to serve on a jury will be allowed the paid time off work (on basic rate of pay) in order to do so, provided proof of summons has been issued to the Office Manager.

On any day or part of a day that an employee is not required to serve on a jury they must return to their working duties immediately. Once jury duty has been completed, the employee must furnish proof that their absence from work was due to jury service by submitting a completed attendance certificate from the Clerk of Court

For each day you attend for jury service, you must provide the organisation with a certificate of attendance from the County Registrar evidencing the dates and times of your jury service. Failure to do so can result in disciplinary action up to and including dismissal.



Luke Deasy
Managing Director