



Certificate of Loss of Earnings or Benefit

This form is only to be completed if the employer is NOT paying the employee their normal salary while on jury service.

Name of Crown Court

Juror's no.

To the Employer or Benefit Office

Jury Service normally lasts for 10 days and you may wish to continue paying your employee whilst they are undertaking their public duty. If you do not pay your employee whilst they attend Jury Service, your employee may claim an allowance towards their loss of earnings.

Please complete all parts of the certificate and return it to your employee, who is required to take it to the court on their first day of jury service.

Knowingly providing false information on this form may lead to prosecution.

Details about your employee

Full name of employee

Occupation

Net Daily Earnings/Loss of benefit **per day**

£

This is the amount remaining after you have subtracted income tax and National Insurance contributions.

Please indicate the day and the hours worked by your employee during the week:

	Week 1	Week 2
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday	COURT CLOSED	
Sunday		

If shift work, please give rotas for the relevant period.

If your employee is not required to attend court will they be able to return to work?

For a full day Yes No

For a half day Yes No

Before the end of the 2 weeks Yes No

Please put the business, or local benefit office stamp in this space OR attach a compliment slip

Name and address of the business or local benefit office

Declaration

I certify that the information supplied is correct and I understand that I may be prosecuted if I have given any information, which I know to be false or do not believe to be true.

Signed

Print your name

Date

Your position in the business or local benefit office

Phone no.

Frequently Asked Questions:

I am self-employed, what do I do?

Please refer to the instructions on the allowance sheet.

I am in receipt of benefits, what do I need to do?

The certificate would only need to be completed by your local Job Centre Plus if your jury service lasts more than eight weeks.

How long will jury service last?

In most cases, jury service lasts about two weeks, but given the nature of some criminal cases, this cannot be guaranteed. If a trial is likely to last longer than two weeks, jurors will be asked at court if this will be difficult for them.

Can I insist that my employee is deferred or excused from jury service at the time they are called?

No. Remember that it is your employee who has been summoned under the Juries Act 1974, rather than yourself and they will suffer the consequences if they are not available to be a juror when called. However, it is recognised that there may be a more convenient time for your employee to serve, but this must be mutually agreed between yourself and your employee before they complete the Reply to Jury Summons form. When completing the Reply to apply for excusal or deferral, you may enclose a letter supporting the juror's application, but third party correspondence sent without the juror's knowledge or consent will not be accepted by the Jury Central Summoning Bureau.

What is a net daily rate?

The net loss of earnings is the amount remaining after you have subtracted income tax and National Insurance contributions from the earnings that you would normally pay your employee.

Do I still have to pay my employees NI, Tax pensions etc?

Yes. If their gross pay, including any statutory or other sick pay is above the Earnings Threshold, National Insurance Contributions are due. It is unlikely that National Insurance, income tax or pensions will be affected by jury service unless the juror serves on a very long trial.

Can I continue to pay my employee and then request that the employee claim the money back from the court?

No. The Juries Act 1974 Section 19(1) specifically states that any expenses and loss of earnings can only be reimbursed to the juror where there has been a financial loss to the juror as a direct result of jury service. The court does not pay compensation to third parties.

Can my employee continue to work night shifts or weekends?

It is important that jurors are sufficiently fit and alert in order to carry out their important public duty. Therefore, we would recommend that they should not be made to work night shifts before they are due in court, or work weekends if this means that they do not have a break from either jury service or their job for seven days.

If I regularly pay my employee overtime, do I have to continue to do so when they are on jury service?

Jurors that work regular overtime and can provide evidence of their regular overtime can claim for this as part of their financial loss, however the claim must not exceed the maximum limit. (Please refer to the HMCTS Allowances sheet that your employee received with their summons.)

Does my employee have to come back to work early if their service is less than 10 working days?

Where it is practical, the employee should return to work for half days (upto 4 hours) or whole days when they are not required at court. However, we accept that this is not always possible. In some cases, arrangements may be in place for temporary cover that cannot be cancelled.

Will the court pay for someone to temporarily cover my employee's duties whilst they are on jury service?

No. The court does not pay compensation to third parties. However, some companies' insurance policies include provision for employees' absence for jury service.

What if I want to know how many days my employee actually served as a juror?

Ask your employee to obtain a certificate of attendance from the jury manager at the court when they have been discharged from jury service.