

## Jury Service, Public Duties and Personal Appointments

### Jury Service

In the event that you are called up for jury service, you should contact your line manager at the earliest opportunity to discuss the matter. Jury service normally lasts for 10 working days, but may be longer. You should provide your line manager with a copy of the court summons and any other relevant documentation.

If your line manager considers that the absence on jury service could cause substantial injury to the business, you will be asked to make an application for excusal or deferral, as appropriate. Your line manager will provide a letter and any other relevant evidence to support the application.

Whilst you undertake jury service we will continue to pay your normal basic salary up to a maximum of three weeks less any amounts you can claim from the court for lost earnings. In cases where jury service extends beyond three weeks, payment will be discretionary.

If you are not required for any part or whole court day you will be expected to return to work for the remainder of the working day.

If the jury service ends before the expected 10-day period (or such longer period as the court may have indicated to you, you will be expected to return to work for the remainder of that period.

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## Public Duties

LSH recognises that our colleagues may hold a public office or public position.

If you are one of the following and satisfy certain legal conditions, we will grant you reasonable time off to undertaken public duties:

- trade union duties, training or activities
- activities related to being Justice of the Peace;
- member of a local authority;
- member of a police authority;
- member of a statutory tribunal;
- member of a health authority or primary care trust;
- member of the local governing education authority;
- member of the General Teaching Council; or a
- member of prison independent monitoring boards (England or Wales) or the prison visiting committees (Scotland)
- the Scottish Water or a Water Customer Consultation Panel

Where, however, the amount of time off that you require for public duties becomes excessive, or begins to cause operational difficulties, we have the right to refuse further time off in the immediate future.

Alternatively, you may be permitted to take time off out of your annual holiday entitlement for this purpose.

Time off for public duties will be unpaid.

## Armed Forces

We support employees who are reservists and therefore have a policy of granting reservist employees an additional 20 days' unpaid leave on top of their normal annual holiday entitlement whilst they undergo reservist training.

Requests for time off work for public duties and Armed Forces leave should be requested via E-Days, this request should be provided as far in advance as possible.

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## Personal Time Off

From time to time, we all need to attend personal appointments. Whenever it is possible to do so, you should endeavour to arrange such appointments in your own time or, if this is not possible then at times that will cause the minimum amount of absence from work.

However, we accept that it is not always possible or practical to arrange such appointments outside working hours. This policy therefore permits reasonable time off work.

Provided that you give your line manager reasonable notice of the date and time of an appointment, time off with pay will normally be granted, although this is subject to the discretion of your line manager. Where, however, time off for appointments become frequent or regular, or starts to cause difficulties for the department, your line manager has the discretion either to require you to make up for the time off by working extra time on another occasion, or to grant any further time off without pay.

You must obtain approval from your line manager in advance of any appointment and request them via the E-days online portal.

Your line manager reserves the right to ask you to reschedule an appointment if its timing would cause disruption to the business. They may also, at their discretion, ask you to produce an appointment card.

If you are pregnant, you have a statutory right not to be unreasonably refused time off work with pay for antenatal appointments on medical advice. Paid time off in such circumstances will automatically be granted, although your line manager will still have the right to request sight of your appointment card.

If you have a query on this policy, or believe that you have been unreasonably refused time off, you should, in the first instance discuss the matter with your line manager.

If the issue cannot be resolved in this way, you may use the organisation's formal grievance procedure to resolve any dispute.

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