

# HR3.5 Jury Service

## Purpose

1. To establish the framework for employees that are summoned for jury service.

## Alignment with Practice Standards

1. Module 2: Provider Governance and Operational Management

## Legislative Alignment

1. Fair Work Act 2009
2. Jury Act 1977

## Key Responsible Executive

Chief Executive Officer

## For More Support

Your People Manager  
Payroll team

## Policy Statement

1. SAVVY is cognisant of the civic obligation of jury duty; and is supportive of employees fulfilling their service as actual or potential jurors.
2. Full-time and part-time employees, as well as any casual employees with 12-month's continuous service who are required to attend court for jury service on a normal working day are granted leave.
  - a. These employees are entitled to receive the equivalent of wages they would have received if working their scheduled work.
  - b. That is, SAVVY will pay the difference between the expected daily wage and the monies received from the court for jury duty.
  - c. Employees accept the payment from the Courts and SAVVY makes up the difference.
3. SAVVY will work with casual employees to attempt to minimise any loss of salaries whilst attending jury duty. However, this will be on a case by case basis, as operations allow.
4. Jury Service is processed as Community Service Leave in accordance with the National Employment Standards (NES).

## Procedures

1. Once employees receive notification from the court to attend jury service, they advise their People Manager immediately of the date and time.
  - a. If the day of jury service is a normal working day the employee is not expected to work.
  - b. However, in the situation where the court subsequently does not require the employee's services, they are expected to contact their People Manager and, where practical, return to work.
2. When an employee receives payment from the court for attending jury service, the employee uploads a copy of the payment advice to the leave application in the HRIS. In the event that no payment advice from the court is attached to the leave application, the approving People Manager should contact the employee to follow up the payment advice. Leave applications for Jury Service / Community Service should not be approved without the payment advice from the court.
3. Once Payroll has received the approved leave request and the payment advice, any monies owing will be paid in the first available pay run.

## References to other SAVVY policies and external sources

1. Nil

## Summary of attachments

1. Nil

## Version Control

1. 1 April 2023 - New Policy Creation
2. 19 August 2023 - Revised processing of Jury Service leave application and inclusion of NES