

Jury Duty Guidance for Employees/Managers

If you receive a summons to serve on a jury you will be granted special leave with pay to attend, subject to the deduction of the allowances you are entitled to under the Jurors' Allowances Regulations.

It is your responsibility to claim these allowances from the court and you must complete the following steps to ensure that you continue to be paid correctly for the duration of your jury service.

Attendance at court should not result in you receiving more than your normal salary.



If you attend court for more than 2 hours a claim for loss of earnings is compulsory.

In the event that you are not called for jury duty after being cited or are there for less than 2 hours, your manager must notify CBS Payroll Support as soon as possible by contacting the address below, failure to do so could result in a deduction being made from your salary based on the information provided on your original citation.

All paperwork should be sent electronically to CBSServicehr@glasgow.gov.uk or by mail to CBS Payroll Support, Customer & Business Services, Glasgow City Council, 220 High Street, Glasgow G4 0QW