

## **Tower Hamlets GP Care Group**

### **JURY SERVICE LOSS OF EARNINGS PROCESS**



During the period when an employee is on Jury Service they will continue to be paid their usual pay via Payroll. The Court will make a payment direct to the employee for loss of earnings, which the Care Group will reclaim from the employee.

The employee should commence this process before they start the Jury Service.

#### **Process for loss of earnings reclaims**

1. The Court provides the employee with a loss of earnings form
2. The employee scans and emails the form to payroll [Philip.Hunter@northumbria-healthcare.nhs.uk], copying in the line manager
3. Payroll returns the form by email to the line manager
4. The line manager completes the section on the form about returning to work on part days
5. The line manager passes the completed form back to the employee
6. The employee gives the form in at Court when they attend for jury service
7. The Court will make a payment to the employee for loss of earnings and also provide a remittance advice detailing what has been paid
8. The line manager should ensure that the employee provides them with a copy of the remittance advice
9. The line manager scans and emails a copy of the remittance advice to payroll
10. Payroll will deduct the loss of earning payment from the next pay run [less any reimbursement of expenses]