

Policy name: Jury Service Policy

Approved: 25th November 2016

Revision 1 approved 10th March 2017

Revision 2 approved

Revision 3 approved by Trinity Academic Council 13th May 2020

1. Context

- 1.1 Jury Service is obligatory for every citizen over the age of 18 years who is entered on the Register of Electors. The Royal Irish Academy of Music, hereinafter referred to as RIAM or the Academy, encourages its employees to make every effort to carry out their civic duty and report for Jury Service, when called.

2. Purpose

- 2.1 This policy deals with Employers' and Employees' entitlements and obligations regarding Jury Service, as provided for by the Juries Act 1976 (the 'Act').

3. Scope

- 3.1 This policy applies to all RIAM employees.

4. Benefits

- 4.1 RIAM employees will understand their rights and responsibilities regarding leave of absence to undertake Jury Service.

5. Policy

- 5.1 The Act provides that when an employee is called for Jury Service, his or her employer:
- (i) Must continue to pay the employee for the duration of the absence, with no interruption to his/her contract.
 - (ii) May provide to the County Registrar, if it can be justified within the scope of reasons allowed by the Act, a request for the employee to be granted exemption from serving on a Jury during the period for which he/she has been called. Such reasons may include pressure of work, sickness or absence from the country.
- 5.2 Such justifications will be determined by the RIAM Secretary. In cases where the determination is to seek exemption on the employee's behalf, the RIAM Secretary will submit such request to the County Registrar.
- 5.3 Before being granted leave of absence to attend Jury Service, the employee should give to the RIAM Secretary, a copy of the Summons to sit on the Jury.
- 5.4 On occasions a person summoned for Jury Service will not be selected for a jury and will be dismissed for that day shortly after 11.00am, in which case the employee is normally expected to return to work for the rest of the day.

5.5 An employee who is on jury service leave will be treated as if he or she had not been absent from work. At the end of jury service leave, an employee will be entitled to return to his/her original job under terms and conditions no less favourable than those which would have applied if he/she had not been absent.

5.6 While on jury service leave, employees will retain their full entitlement to annual leave and public holiday benefit.

6. Responsibility

6.1 The RIAM Secretary is responsible for overseeing this policy and its operational procedures.

7. Legislation and Regulation

7.1 [Juries Act 1976](#).

7.2 [Qualifications and Quality Assurance \(Education and Training\) Act 2012](#).

7.3 [Standards and Guidelines for Quality Assurance in the European Higher Education Area \(2005\)](#).

7.4 [Code of Practice for Provision of Education and Training to International Learners \(2015\)](#).

7.5 [National Framework of Qualifications \(NFQ\)](#).

8. Document Control

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Next review: Academic year 2020/21.