

# Jury Duty

Jury Duty, also known as jury service, is a type of community service leave. Employees, including casual employees, can take leave to attend jury selection and Jury Duty.

## Notice and evidence

You must advise us of the period or expected period of leave as soon as possible. If you request leave you need to provide evidence showing that you attended jury selection or jury duty.

## Payment for jury duty

An employee may be paid 'make-up pay' for the first 10 days of jury selection and jury duty. Make-up pay is the difference between any jury duty payment the employee receives (excluding any expense-related allowances) from the court and the employee's base pay rate for the ordinary hours they would have worked.

Before paying make-up pay, we may request evidence from you to show:

- That you have taken all necessary steps to obtain jury duty pay; and/or
- The total amount of jury duty pay that has been paid or will be payable to you for the period.

If you can't provide evidence, you won't be entitled to make-up pay.