

SOUTHERN REGION WASTE RESOURCE AUTHORITY (SRWRA)

(PO-14) JURY SERVICE POLICY

Date of 1st Adoption:	5th February 2007 – Report No.04/07
Next Review Date:	May 2016
Reviewed:	4 th May 2015 (Annual Review) – Report No. 12/15 12 th May 2014 (Annual Review) – Report No.11/14 9 th February 2012 (Annual Review) Executive Officer 4 th April 2011 (Annual Review) – Report No. 22/11 11 th February 2010 (Annual Review Executive Officer) 2 nd February 2009 (Annual Review) – Report No.04/09 4 th February 2008 (Annual Review) Report No.02/08

POLICY STATEMENT

Employees of Southern Region Waste Resource Authority who are required to attend for jury service, pursuant to the Juries Act 1927, will continue to receive their normal salary, in respect of the ordinary time they would have worked had they not been on jury service.

Employees will be required to reimburse SRWRA any payment received by them as a result of jury service, minus any legitimate expenses, supported by appropriate receipts, as a result of attending jury service.

Employees will notify the employer as soon as possible of the date they are required to attend for jury service. Additionally, employees will be required to collect a “Certificate of Juror” form from the Office of the Sheriff of South Australia as proof of attendance.

Employee’s who are summoned for jury service at a time when they would have been on annual leave, long service leave or on a rostered day off, may either:

1. Change the dates of their leave (except when annual leave has been taken at the direction of the employer), or rostered days off, where appropriate; or
2. Apply to the relevant Court authority for jury service to be deferred.

SRWRA maintains the right to request that employees are to make an application to the relevant Court authority for the employee’s jury service to be deferred if the employee’s absence will cause undue problems in the workplace.

Employees will be required to attend for work when not required for jury service on the notified day(s), except when the employee has less than one hour of ordinary hours of work remaining for that day, or as otherwise agreed with their manager/supervisor.

Policy Review

This policy will be reviewed not less than once every two years and at other times if any significant new information, legislative or organisational change warrants an amendment to this document.