

22 June 2026

Jury Service and salary payments

Firstly, a copy of the current policy that the Trust have in relation to Jury Service and salary payments.

Please refer to Belfast Trust Special Leave Policy: (37340 Jury Service and salary payments_Attachment 1)

For the last four years and up until the date this request is dealt with, I wish information relating to the following –

The number of Jury Service requests made to the Trust broken down by band and whether they are Trust, Bank or Agency staff.

Requests	Number of Requests* (Includes multiple requests by same staff member)	Number of staff members making Request
Contract Type		
Bank workers	1	1
Permanent employees	131	74
Temporary employees	5	3
Total	137	78

1 Bank worker, 74 permanent employees and 3 temporary employees made requests for Jury Service Leave.

**137 requests were made in total as due to the unknown duration of Jury Service leave at time of application. It can be applied for on a weekly basis rather than one application resulting in multiple records for one staff member.*

Under Section 1(1)(a) of the Freedom of Information Act 2000, Belfast Trust can confirm that it does not hold the requested information. Agency workers are employed by external agencies rather than by the Trust.

The number of staff that took part in Jury service during this period and how this leave was categorised ie “special leave”.

Belfast Trust can confirm that 78 people are recorded on the HR Management System as taking part in Jury Service during this period. Jury Service Leave is contained within the special leave policy. Please refer to Q1.

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As the staff member can forward a loss of earnings to the Court, subsequently claim this allowance and upon reimbursement, forward it back to the Trust please detail the following -

The total amount of salary paid to Staff on jury Service.

Employees continue to receive full pay from the Trust while on Jury Service. Bank workers would not normally receive payment, however, bank workers with a block booking or a period already rostered would be paid.

The number of Certificates Of Loss Earnings completed by HR/Payroll.

Under Section 1(1)(a) of the Freedom of Information Act 2000, Belfast Trust can confirm that it does not hold the requested information, as Human Resources does not receive certificates of loss of earnings.

The number of these Certificates Of Loss Of Earnings submitted to the Court.

As above

The total amount paid back to the Trust on the back of these claims.

As above

If there is any discrepancy in money paid to the staff member and the amount paid back to the Trust please detail the total amount and reasons of this.

As above

Please detail the Trusts position in relation to ensuring the claiming of this money by the staff member and its payment back to the Trust.

Belfast Trust Special Leave policy does not require pay to be withheld. Please refer to Q1.

This information can be presented in electronic format via email.