



The Diamond Learning Partnership Trust

TIME OFF FOR PUBLIC DUTIES POLICY

Approved by:	Chief Executive Officer	Date: September 2025
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Last reviewed on:	November 2024
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Next review due by:	September 2027
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1. **ABOUT THIS POLICY**

- 1.1 We wish to enable employees to perform any public duties that they may be committed to undertake and so will give them time off to do so where it does not conflict with the operational needs of the Diamond Learning Partnership Trust ('the Trust') and its schools. The purpose of this policy is to set out the circumstances in which we will permit employees time off for the performance of a public service.
- 1.2 No one who requests time off under this policy will be subjected to any detriment or lose any career opportunities as a result.
- 1.3 This policy does not form part of any contract of employment or other contract to provide services, and we may amend it at any time.

2. **WHO DOES THIS POLICY APPLY TO?**

- 2.1 This policy applies to employees and staff governors. It does not apply to agency workers, consultants, self-employed contractors, volunteers or interns.

3. **WHO IS RESPONSIBLE FOR THIS POLICY?**

- 3.1 The Chief Executive Officer has overall responsibility for the effective operation of this policy. The Chief Executive Officer will arrange for this policy to be reviewed annually.
- 3.2 Any questions you may have about the day-to-day application of this policy should be referred to your line manager in the first instance.

4. **JURY SERVICE** (PLEASE REFER TO APPENDIX A)

- 4.1 You should tell your line manager/Headteacher as soon as you are summoned for jury service and provide a copy of your summons if requested. The HR (People) Department should be copied in.
- 4.2 Depending on the demands of the Trust and its schools, we may request that you apply to be excused from or defer your jury service.
- 4.3 We are not required by law to pay you while you are absent on jury service, however the Trust will continue to pay you your normal salary.
- 4.4 You should obtain a "Certificate of Loss of Earnings" from the Court to complete and give to HR and Payroll emailed to HR@diamondlearningtrust.com. They will give you an allowance which will then be deducted from your salary. You will be advised at court of the other expenses you can claim. For information on what you can claim, please see [Jury service: What you can claim if you're an employee - GOV.UK](#). We will review this after the initial two weeks.

5. VOLUNTARY PUBLIC DUTIES

- 5.1 Employees are entitled to a reasonable amount of unpaid time off work to carry out certain public duties, including duties as a tribunal member, magistrate, local councillor, member of an NHS Trust, prison visitor, police station lay visitor or school governor.
- 5.2 If you are unsure whether a public service that you perform is covered by this policy, you should speak to your line manager in the first instance.
- 5.3 As soon as you are aware that you will require time off for performance of a public service you should notify your line manager and the HR Department in writing, providing full details of the time off that is being requested and the reasons for your request. In order that arrangements can be made to cover your duties in your absence you should make your request in good time.
- 5.4 Each request for time off will be considered on its merits, taking account of all the circumstances, including how much time is reasonably required for the activity, how much time you have already taken, and how your absence will affect the Trust and its schools.

6. RESERVE FORCES DUTIES

- 6.1 We are aware that employees who are members of the Reserve Forces (the Army Reserve, Royal Naval Reserve, Royal Marines Reserve or Royal Auxiliary Air Force) may be called up at any time to be deployed on full-time operations and are expected to attend regular training.
- 6.2 We are under no obligation to offer leave (either paid or unpaid) for reservists to undertake training and you should use existing holiday entitlement to meet training commitments.
- 6.3 If we receive notice that you have been called-up for active service, we may apply to an adjudication officer for the notice to be deferred or revoked if your absence would cause serious harm to the Trust or its schools which could not be prevented by the grant of financial assistance).
- 6.4 Once your military service has ended you may submit a written application for reinstatement to your employment. This should be made by the third Monday following the end of your military service and you should notify us of the date on which you will be available to restart work.
- 6.5 If it is not reasonable and practicable to reinstate you into your former employment, we will offer you the most favourable alternative on the most favourable terms and conditions which are reasonable and practicable.

- 6.6 When calculating the length of your continuous employment with us, the period of absence on military service will not be counted. The period of employment before your mobilisation and the period after your reinstatement will be treated as continuous.

Appendix: Sample Notification Letters (Must be completed)

Employee Notification

Subject: Jury Service Notification and Support

Dear Line Manager and HR

Please see the attached summons for Jury Service which runs from DATE to DATE.

I can confirm I have spoken to the Headteacher/Line Manager.

Many thanks and kind regards

Name, Title and School

Response from HR

Subject: Jury Service Notification and Support

Dear [Staff Member],

Thank you for notifying us about your jury service from [start date] to [end date].

Your salary will be maintained during this period, and we will assist you in claiming the court allowance as per our policy. Please keep us updated on any changes to your service dates.

If you need any support, please contact HR.

Best wishes

HR,

The Diamond Learning Partnership Trust