

CONTRACTOR FAQ'S JURY / COURT SERVICE

Please note the below relates to PAYE workers only. Limited Company Workers or Workers working through an Umbrella company receive their holiday and statutory pay through their own Limited Company.

If you have been asked to attend Jury/Court service you will be paid for the loss of earnings by the court and not Hays.

You will need to submit to Hays the 'Jury Service Loss of Earnings' Form, supplied to you by the court requesting your attendance. The form should and must contain a Juror's number, supplied by the courts. The form should be left blank and sent to Payroll Support with a covering letter from yourself. This needs to be the original 'Jury Service Loss of Earnings' form and not a copy. The form will be completed by the Payroll Control team and returned to yourself detailing all the information required by the courts.

Payroll Support
Hays House
40-44 Coombe Road
New Malden
Surrey
KT3 4QF

If you are not sure on any of the above, have any other questions, or aren't sure who you need to speak to please use the chat box on the [Contractor Support Frequently Asked Questions page](#).