



## **JURY DUTY**

In order to encourage you to fulfill your civic duty, the Company recognizes jury duty as a Leave of Absence with pay up to the first two weeks of duty. If you are called to serve on jury duty, you will receive regular pay for up to the first two weeks in which work is also scheduled. You are expected to return to work each day (or portion of the day) when your attendance is not required by the court. In the event you are called for two (2) weeks or longer, the remainder of your jury duty beyond the first two weeks will be unpaid. You should contact your manager immediately upon receiving notification to appear for jury duty to make the appropriate arrangements. You must also provide your manager with a copy of the jury summons and keep in regular contact with your manager regarding your status as a juror.

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*The Company reserves the right to modify, change, and/or terminate the policy at any time, in its sole discretion, without prior notification.*