



8.7 Jury and Witness Duty

The Company will provide an employee time off from work to fulfill a requirement for jury duty and for certain witness duty. Employees should contact Human Resources for guidance regarding whether any specific request regarding witness duty should be approved based upon the type of witness duty provided.

1. Paid Time Off

While not always required by law, it is the practice of the Company to continue the employee's pay while performing jury duty or certain witness duty. It is also the practice of the Company that any stipend received by the employee for performing his/her duty can be kept by the employee and will not offset his/her Company pay.

In most cases, jury or witness duty is expected to last only a few days at most. The Company will determine the amount of paid time off, if any, for any call to duty that is expected to last more than one week.

2. Procedure

An employee who receives a summons of jury or witness duty must immediately notify his/her supervisor of the fact so that any necessary arrangements to manage work in the employee's absence may be discussed.