

8.7 Jury Duty/Court Appearances

The Company will provide an employee time off from work to fulfill a requirement for jury duty and for certain witness duty.

1. Eligibility

All employees The Heritage Group Family of Companies are eligible for benefits under this policy. Union employees should contact your HR Team or reference your collective bargaining agreement.

2. Paid Time Off

If approved for time off under this policy, the Company will pay up to a maximum of 5 days. Paid time off is based on the employee's regularly scheduled work shift, full-time or part-time (e.g., if the normal part-time work shift is 4 hours, the jury duty benefit will be 4 hours).

Jury Duty/Court Appearance pay is calculated based on the base pay rate at the time of absence, and does not include any special compensation, such as incentives, bonuses, or overtime. It is the practice of the Company that any stipend received by the employee for performing his/her duty can be retained by the employee and will not offset his/her Company pay.

If the employee is dismissed from jury duty, he/she should report to work the following day.

Employees appearing as a plaintiff, defendant, or other non-subpoenaed court appearances must use any available time off (PTO, vacation, personal time) for these instances.

3. Procedure

Upon receipt of a notice to report for jury duty or a witness subpoena, an employee must notify his /her supervisor as soon as possible so that any necessary arrangements to manage work in the employee's absence may be discussed. Documentation is required to be considered for approval. Direct questions about this policy to Human Resources.