



## Jury Duty Policy

### Purpose

The Company values civic responsibility and supports team members in fulfilling their duties when called for jury service.

### Eligibility

Team members regularly scheduled to work at least 25 hours per week are eligible for Jury Duty Leave.

### Days Covered

The Company provides three (3) paid days (8 hours per day) for jury duty per calendar year. Additional days of jury service will be unpaid, unless the team member chooses to use available paid time-off (PTO).

If the jury does not convene on the team member's regularly scheduled workday, the team member is expected to report to work. If excused or dismissed from jury service before the end of the workday, team members should contact their immediate supervisor.

### Documentation

Team members should request Jury Duty leave in Paylocity and provide a copy of the jury duty summons as soon as possible so that appropriate arrangements can be made. Once jury duty has been served, a copy of the court's dismissal should be submitted to Human Resources for Jury Duty paid approval in Paylocity.

*Note: Some states require extended or fully paid jury duty leave. The Company will comply with all applicable state and local laws.*