THIS POLICY IS LEGALLY DESIRABLE

WITNESS/JURY DUTY LEAVE

Employees who are subpoenaed to serve as a witness in a criminal or civil proceeding or who have been summoned for jury duty will be given the necessary time off. The Company will not discriminate against any employee who is requested to serve as a witness or on a jury. Employees should give adequate advance notice of their witness subpoena or jury summons.

Employees are required to report to work as soon as they are released from witness/jury duty, as well as during periods when they are not required to present for witness/jury duty. If an employee is not required to serve on a particular day or finishes early, the employee is required to call their supervisor to determine if they must come in. Any employee who appears for jury duty for four or more hours, including travel time, in one day, will not be required to start any work shift that begins on or after 5:00 p.m. on the day of his appearance for jury duty or begins before 3:00 a.m. on the day following the day of his appearance for jury duty.

[The Company will pay the difference between the compensation paid by the court and your regular base salary. Unless otherwise required by law, jury duty leave shall not exceed \_\_ [weeks/days/hours] in any calendar year.] **OR** [This leave will be unpaid, although employees may use accrued vacation/paid time off].