

## Jury Duty Compensation Policy

Effective Date: January 1, 2023

Applies To: All employees, including non-associates, contractors, and part-time staff.

### Summary:

Employees who are summoned for jury duty will be granted paid leave for the duration of their service, up to a maximum of 10 business days per calendar year.

Non-associates (including contractors and temporary workers) are not eligible for paid jury duty leave. They may take time off as needed but will not receive compensation from the company during their absence unless otherwise specified in their individual contract.

Employees are required to submit proof of jury duty summons and attendance documentation to their manager and HR within five business days of completing service.

Contact HR at [hr\\_policies@example.com](mailto:hr_policies@example.com) for further guidance.