

EAST PENN manufacturing co., inc.

EAST PENN POLICIES AND PROCEDURES MANUAL

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Page 1 of 1

Change # 1480

Approved By: Robert D. Harrop

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Jury Duty Pay Policy

The Company provides the benefit of paid time for Jury Duty. Employees that must serve as a juror will be paid according to the following guidelines:

An employee who is required to serve as a juror will be paid his/her average rate of pay. The employee will receive pay for the length of time that the employee serves as a juror and East Penn will deduct any court stipend after five (5) calendar days of service per year excluding travel.

In order to obtain approval of absence and proper payment, the following procedure must be followed:

Employees should notify their supervisor or Plant Manager when they receive the jury duty notice. The employee must submit a copy of the summons or subpoena to their manager prior to jury duty. Proof of Jury Service must be returned to the manager to be paid any monies due.

Employees who work 2nd and 3rd shifts will be given the appropriate time off with pay that coincides with their jury duty day(s) if requested.

Record of Revisions

Revision #	Revision Date	Description
2	11-10-11	Change Number 1480 updated header and footer information