

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Benefits

Number: V-8

SUBJECT: Jury & Witness Duty

Effective Date: 06-17-98

Revision Date: 05-01-22

LOYOLA encourages its employees to fulfill their civic responsibilities when called upon for jury or witness duty.

A leave of absence for jury or witness duty will be granted to any full-time employee who has been notified to serve. It is the employee's responsibility to notify their immediate supervisor as soon as a formal notice regarding jury or witness duty is received. The employee must also forward a copy of the notice to serve to the Human Resources Department.

If the absence of the employee will impair an essential Company operation, the employee may be required to ask to be excused or to have the service deferred.

If an employee is absent on a regularly scheduled work day to serve jury or witness duty, the employee will be paid their base rate of pay for up to 8 hours a day. Maximum of five days per year. Employees must report to work on a regularly scheduled work day when there are four or more hours remaining in their normal work day. Any compensation received for jury or witness services (excluding payments specifically designed for travel or meal allowances) will be relinquished to the Accounting Department.

Employees with concerns regarding their continuous absence from work due to jury or witness duty should contact the Human Resources Department and/or their immediate supervisor.

When the employee is released from jury or witness duty, the employee must submit the subpoena indicating the number of days served to the Human Resources Department.

Personal Leave Time (PLT) will not be charged for absences due to jury or witness duty as covered in these guidelines.

Employees who are appearing in court as defendants or plaintiffs, unrelated to Company business, are not entitled to compensation under this procedure.