



# Jury Duty/Testimony Leave Policy

## About Jury Duty/Testimony Leave

Kimberly-Clark (K-C) provides paid Jury Duty/Testimony Leave (Leave) when you need to be away from work for qualifying legal proceedings.

## Policy Eligibility

**You're eligible for leave under this policy if:**

- you're an active full-time or part-time (regularly scheduled 20 hours or more per week) salaried or hourly paid employee not covered by a collective bargaining agreement, and
- you're not classified as temporary/intermittent, intern or co-op, and
- you're summoned and selected for jury duty, subpoenaed to testify in a legal matter, or required to participate as the plaintiff or defendant in a civil or criminal matter.

Leave isn't available if you choose to attend legal proceedings for a family member or friend.

## Amount of Jury Duty/Testimony Leave

If eligible, you may receive up to 80 hours of paid Leave per calendar year. If your qualifying absences exceed 80 hours, you may use other paid time off (Personal Holidays or Vacation) or take the time off as unpaid.

If you're a rotating-shift employee, you may request Leave for a scheduled shift the night before or night following jury duty or qualifying testimony.

You're required to provide documentation to your Team Leader showing your legal obligations in order to request pay for your absences.

## Compensation While on Jury Duty/Testimony Leave

The maximum amount of pay you may receive from K-C for a given day is the number of hours you're scheduled to work, even if the length of jury duty/testimony for that day exceeds your scheduled K-C hours. For example, if you're scheduled to work eight hours and you're required to participate in proceedings that last ten hours, you're eligible for eight hours of Leave.

Any pay you may receive from the court for participating on jury duty is yours to keep and will not reduce the amount of paid leave you receive from K-C.

## Benefits

Your benefit coverage will continue during Leave at the same cost you pay while you're actively working. Any benefit payroll deductions will continue.



## Requesting Jury Duty/Testimony Leave

| Step                                      | Details  | Tips & Resources  |
|---|--|---|
| <b>Step 1:</b><br>Notify your Team Leader | Contact your Team Leader as soon as possible to report that you've been selected to participate in jury duty or to provide required testimony.<br><br>For your Team Leader to arrange for coverage during your absence, share the amount of time you're expected to be away from work.   | If your team has a specific process to report absences, follow that process   |
| <b>Step 2:</b><br>Record absence(s)       | If you're an hourly paid employee and have advanced notice of your need for time off under this policy, request time off using the <b>Jury Duty/Testimony Leave code (8602)</b> . If your absence is unexpected and you're unable to request time off in advance, work with your site time approver to have the absence recorded.<br><br>If you're a salaried overtime-eligible employee, use the <b>Jury Duty/Testimony Leave code (8602)</b> on your timesheet.<br><br>NOTE: Salaried exempt employees are responsible for tracking absences similar to other types of time off. | <b>Online:</b><br>Log into the UltiPro Portal and navigate to UltiPro Time & Attendance (UTA)<br><br>If you're an hourly paid employee and need help, contact your Time Approver<br><br><b>Email:</b><br>K-C Payroll Service Center<br><a href="mailto:mykcpay@ultimatesoftware.com">mykcpay@ultimatesoftware.com</a> |

### Important Things to Note

#### Job Protection

K-C's Code of Conduct prohibits subjecting you to discipline or retaliation for the good faith usage of your benefits, including Jury Duty/Testimony Leave benefits. However, you may be subject to disciplinary action, up to and including termination of employment, if you're found to have taken absences under this policy fraudulently.

#### Jury Duty/Testimony Leave and Family Medical Leave of Absence (FMLA)

Absences related to jury duty or testimony requirements don't qualify for coverage under the [FMLA](#).

#### Jury Duty/Testimony Leave and Holidays

Legal proceedings aren't typically held on government holidays, and K-C's designated paid holidays generally align to government-recognized holidays. If there is overlap, you're only eligible to receive holiday pay. If you're required to record absences in the timekeeping system and you're scheduled to work, use the Holiday Not Worked absence code for your absence instead of Jury Duty/Testimony Leave.

#### Jury Duty/Testimony Leave Interaction with State or Federal Laws

If there exists applicable state or federal laws granting Jury Duty/Testimony leave, you'll be provided with the greater benefit offered by either K-C or as required by law. Any Jury Duty/Testimony Leave taken in this circumstance would satisfy state or federal leave entitlement.

*K-C expects this policy to continue indefinitely. However, K-C reserves the right to make changes to and even discontinue this policy. If K-C were to terminate this policy or designate a partial termination with respect to a specific group of employees, each employee will have no further rights or obligations for future use of this policy.*

**Policy Effective Date:** January 1, 2020  
**Policy Revision Date:** September 21, 2020