

Jury or Military Duty

1.0 Policy

It is the policy of ULTRA TECH to grant leave with pay to employees who are called for jury or military duty.

2.0 Scope

All full-time employees who have completed the 90 day probationary period. Exception will be made and military leave granted to part-time employees as required by law.

3.0 Guidelines

Employees who are called for jury duty or temporary military service (National Guard or Reserve duty) will be paid the difference between their daily base wage and monies paid by the court or service branch, exclusive of transportation and/or lunch allowances. (Employees qualifying for compensation under this policy will receive their full paychecks during jury or temporary military duty, but must reimburse the Company for monies paid by the court or service.)

In exceptional circumstances, ULTRA TECH reserves the right to request that the employee seek a postponement of service when it is determined that the employee's presence is critical to the success of a given project.

Income protection for jury duty and/or temporary military leave will be limited to one occurrence per year and generally will not exceed a total of two weeks or ten working days pay per year. Leave in excess of this generally will be treated as a personal leave.

Employees serving on jury duty for partial days must report back to work if practical; that is, if a reasonable amount of time remains in the normal work day and if returning to the facility does not create an unusual burden in terms of travel.

4.0 Procedure

The employee is expected to notify his/her supervisor immediately upon receipt of a "notice to serve," and to provide a copy of the notice to his/her immediate supervisor for inclusion in the employee's personnel file.

The employee also is expected to notify his/her supervisor immediately upon selection to sit as a juror for trials that will require an extended absence.

It is the supervisor's responsibility to arrange for reassignment, rescheduling, use of temporary help or to determine if a postponement or exemption is necessary. If an exemption or postponement is deemed necessary, the supervisor must secure Human Resources concurrence. The Human Resources Department will assist the supervisor in

preparing written documentation to substantiate a request for postponement or exemption to be filed on behalf of the employee.

Upon completion of military or jury service, the employee must supply appropriate receipts or documentation to the Human Resources Department for monies received and reimburse ULTRA TECH for these fees (less transportation and/or meal allowances). This may be done by personal check or by third party endorsement of the checks received from the court or branch of service. Should the employee fail to provide appropriate documentation and reimbursement within ten working days of his/her release from military or jury service, wages already paid to the employee for such service will be deducted from the employee's next paycheck(s).