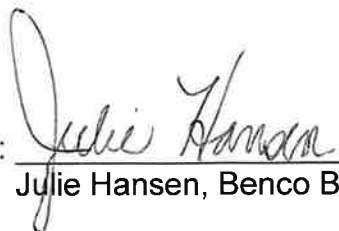


**BENCO
Personnel Manual**

JURY DUTY

Employees that receive notice of jury duty should immediately inform their supervisor and the employee is required to bring a copy of the jury duty notice to their supervisor within 72 hours. Employees who lose work because of jury duty will, upon proper verification, be paid for jury duty at their normal hourly wage up to a maximum of forty (40) hours per week. To receive jury duty pay from Benco, employees must bring proof that they were paid by the court for their jury duty service each day that they attended. The employee shows proof of what they were paid by the court and the employee writes a personal check to Benco for that amount. If an employee is excused from jury duty during working hours at a time that reasonably permits them to report for work, the employee will be required to call in to see if they should report to work that day.

Approved By: 
Julie Hansen, Benco Board President

Date: 9/26/23