



Trinity Health Human Resources Ministry-Wide Policy No. 1018

EFFECTIVE DATE: 7/1/25

POLICY TITLE:

Jury Duty Benefit

**To be reviewed every three years by:
Executive Leadership Team**

REVIEW BY: 7/1/28

PURPOSE

The purpose of this Policy is to provide Employees of Trinity Health Corporation (“Trinity Health”) and its Ministries and Subsidiaries paid time away from work to serve when summoned to jury duty. Trinity Health is committed to administering this Policy in accordance with its Mission, Core Values, and commitment to the Common Good.

POLICY

Application of Policy

This Policy applies to all Employees unless specifically excluded by the terms of a collective bargaining agreement, or the Employees have employment contracts or agreements that provide for a different jury duty benefit.

Jury Duty Benefit

Employees are eligible for a jury duty benefit as of their date of hire by an Employer. There is no eligibility waiting period. A jury duty benefit will be paid only if the Employee is scheduled to work on the day that the Employee is required to physically report for jury duty. If an Employee is required to physically report for jury duty within eight (8) hours of the start or end of a regularly scheduled shift, except as provided below, the Employee will receive a jury duty benefit for that scheduled shift and not be required to report to work for that scheduled shift. A jury duty benefit will be paid at the Employee’s current base hourly rate of pay, exclusive of overtime, premium pay, shift differential, bonus, incentive pay, etc. In instances where an Employee has multiple positions with the Employer, the jury duty benefit will be paid in accordance with the primary position. Jury duty will not impact an Employee’s employment or benefits.

In general, an eligible Employee will receive a paid day off from regularly scheduled work for each day that the Employee is required to physically report for jury duty pursuant to a summons. However, if an Employee physically reports for jury duty on a regularly scheduled work day and is dismissed from jury duty, the Employee must contact the Employee’s manager or supervisor as

soon as possible after dismissal to inquire about the need to report for work that day. If the Employee is required to work all or part of the Employee's regular shift on that day, the Employee will receive a jury duty benefit only for the portion of the shift, if any, before the Employee is reasonably able to report to work on that day.

After an Employee receives a summons for jury duty, the Employee must provide a copy thereof as soon as possible to the Employee's supervisor, manager, or other individual responsible for approving work absences for the Employee. If the Employee does not provide such copy before the date the Employee is required to serve, the Employee will not receive a jury duty benefit for any day of jury service pursuant to the summons.

To receive a jury duty benefit, an Employee must provide appropriate documentation or other evidence that the Employee appeared for jury duty within five (5) business days after the jury duty. The documentation or other evidence must be provided to the supervisor, manager, or other individual responsible for approving work absences for the Employee. If the Employee does not satisfy these requirements, the Employee will not receive a jury duty benefit, and the Employee will not receive an excused day off from work for appearing for jury duty.

Any amount received by a court for jury duty may be retained by the Employee and is not deducted from the jury duty benefit.

An Employee is entitled to an additional jury duty benefit only to the extent required by applicable state law.

SCOPE/APPLICABILITY

This Policy is intended to be a system-wide policy that applies to all Employees of Trinity Health and the Ministries and the Subsidiaries that have adopted this Policy as set forth in Appendix A hereto. It replaces and supersedes any existing Policies or Procedures of the Employers regarding any jury duty benefits. The Policy is subject to any modifications necessary to comply with applicable state and local law (as set forth in Appendix B hereto), collective bargaining agreements, written employment agreements, accreditation requirements, or otherwise and that are approved by the Trinity Health EVP, Chief Human Resources Officer or an appropriate designee, in consultation with the Trinity Health Legal Department as necessary. For purposes of this Policy, the Trinity Health Vice President, Total Rewards Benefits & Well-Being is an authorized designee to approve such modifications.

PROCEDURES

The Trinity Health Human Resources Department is responsible for establishing, implementing, and enforcing Procedures, Standards, or Guidelines to be followed by Trinity Health and its Ministries in the implementation and application of this Policy.

DEFINITIONS

Employee means an employee of an Employer, whether that individual's status is permanent or temporary, contingent, part-time, or full-time. Trinity Health often uses the term "colleague" to

refer to its Employees. The Policy does not change an Employee's Primary Employer, defined as the payroll company of record, and does not create a joint employment relationship with any entity.

Employer means Trinity Health and each of its Ministries and Subsidiaries that have adopted this Policy as set forth in Appendix A. If the effective date of this Policy for an Employer is different than the effective date of this Policy, the effective date for the Employer will be listed in Appendix A.

Executive Leadership Team (“ELT”) means the group that is composed of the highest level of management at Trinity Health.

Ministry means a first tier (direct) subsidiary, affiliate, or operating division of Trinity Health that maintains a governing body that has day-to-day management oversight of a designated portion of Trinity Health System operations. A Ministry may be based on a geographic market or dedication to a service line or business. Ministries include Mission Health Ministries, National Health Ministries, and Regional Health Ministries.

Policy means a statement of high-level direction on matters of importance to an Employer, or a statement that further interprets an Employer's governing documents. Policies may be either stand alone, Systemwide, or Mirror Policies designated by the approving body.

Primary Employer means the entity for which the Employee provides more than 50% of services and is the payroll company of record.

Procedure means a document designed to implement a Policy or a description of specific required actions or processes.

Standards or Guidelines mean additional guidance which assists an Employee in understanding the employer's rule, policies, and/or procedures, including those developed by accreditation or professional organizations.

Subsidiary means a legal entity in which a Ministry is the sole corporate member or sole shareholder.

RESPONSIBLE DEPARTMENT

Further guidance concerning this Policy may be obtained from the Trinity Health Human Resources Department.

RELATED POLICIES, PROCEDURES, AND OTHER MATERIALS

- Trinity Health Human Resources Ministry-Wide Policy No. 1019 (Paid Time Off (PTO) – Program A)
- Trinity Health Human Resources Ministry-Wide Procedure No. 1019 (Paid Time Off (PTO) – Program A)

- Trinity Health Human Resources Ministry-Wide Policy No. 1020 (Paid Time Off (PTO) – Programs B and C, System Office Directors, and System Office Vice Presidents)
- Trinity Health Human Resources Ministry-Wide Procedure No. 1020 (Paid Time Off (PTO) – Programs B and C, System Office Directors, and System Office Vice Presidents)

APPROVALS

Initial Approval: August 18, 2022

Subsequent Review/Revision(s): July 1, 2025

Initial Approval as Mirror Policy No. 10: August 13, 2019, effective January 1, 2019

Subsequent Review/Revision(s) of Mirror Policy No. 10: None

APPENDIX A

List of Employers

Click the link [Participating Employer Appendix](#) and follow the instructions in red on the Policy Lookup Instructions tab to see what policies and procedures apply to each Health Ministry.

APPENDIX B
Jury Duty Benefit
State/Local Law Requirements

State	State/Local Law Requirement(s)
Alabama	Employers cannot require employees to use PTO for jury duty leave.
Alaska	Not Applicable
Arizona	Employers not required to pay employees for jury duty and cannot require employees to use vacation, sick, or personal time while serving jury duty.
Arkansas	Employers not required to pay employees for jury duty and cannot require employees to use vacation, sick, or personal time while serving jury duty.
California	Not Applicable
Colorado	Not Applicable
Connecticut	An Employer must pay full-time employees regular wages for the first five days of jury duty unless they employer is excused by the Chief Court Administrator.
Delaware	Not Applicable
Florida	Not Applicable
Georgia	Not Applicable
Hawaii	Not Applicable
Idaho	Not Applicable
Illinois	Not Applicable
Indiana	Employers not required to pay employees when serving jury duty. Employees cannot receive adverse treatment as a result of serving jury duty.
Iowa	Not Applicable
Kansas	Not Applicable
Kentucky	Not Applicable
Louisiana	Employers required to pay employees for up to one day of wages for jury duty and cannot ask employees to use vacation, sick, or personal time. Employees cannot be adversely penalized for serving jury duty.
Maine	Not Applicable
Maryland	Not Applicable
Massachusetts	Employers must pay employees their regular wages for the first three days of jury duty. Employers may not discharge, penalize, deny benefits, or coerce colleagues for serving jury duty.
Michigan	Not Applicable
Minnesota	Not Applicable
Mississippi	Employers not required to pay employees for jury duty and cannot require employees to use vacation, sick, or personal time while serving jury duty.
Missouri	Employers not required to pay employees for jury duty and cannot require employees to use vacation, sick, or personal time while serving jury duty.
Montana	Not Applicable
Nebraska	Employers must pay an employee while serving on a jury but may reduce their pay based on the amount of compensation received from the court.
Nevada	Employers not required to pay employees for jury duty. Employers cannot require employees to use sick or vacation time and cannot require them to work within 8 hours of the start of the jury duty.
New Hampshire	Not Applicable
New Jersey	Not Applicable
New Mexico	Employers not required to pay employees for jury duty and cannot require employees to use vacation, sick, or personal time while serving jury duty.

New York	Employers with more than 10 employees must pay their employees the first \$40 of wages for the first three days of jury service.
North Carolina	Not Applicable
North Dakota	Not Applicable
Ohio	Employers not required to pay employees for jury duty and cannot require employees to use vacation, sick, or personal time while serving jury duty. Employees cannot receive adverse treatment for serving jury duty.
Oklahoma	Employers not required to pay employees for jury duty and cannot require employees to use vacation, sick, or personal time while serving jury duty. Employees cannot receive adverse treatment for serving jury duty.
Oregon	Not Applicable
Pennsylvania	Not Applicable
Rhode Island	Not Applicable
South Carolina	Not Applicable
South Dakota	Not Applicable
Tennessee	Employers with 5 or more employees must pay employees for serving jury duty but may reduce their wages by the amount received for serving jury duty.
Texas	Not Applicable
Utah	Employers not required to pay employees for jury duty and cannot require employees to use vacation, sick, or personal time while serving jury duty.
Vermont	Employers not required to pay employees for jury duty. Employees cannot receive adverse treatment.
Virginia	Employers not required to pay employees for jury duty and cannot require employees to use vacation, sick, or personal time while serving jury duty.
Washington	Not Applicable
West Virginia	Not Applicable
Wisconsin	Not Applicable
Wyoming	Not Applicable