

## Jury Duty Leave

Mortenson will pay the difference between your base salary and jury duty for up to 40 hours per week. This benefit is available to Craft (non-union, regular, non-temporary, benefit eligible) team members who have at least 6 months of combined service who are called to jury duty.

Please contact the HR Service Center with questions at [askHR@mortenson.com](mailto:askHR@mortenson.com) or 800-780-0642.

Team Member Information	
Name:	
TM#:	
Job Title:	
Operating/Business Group:	

Jury Duty Information	
Day(s) Missed	
Return to Work Date:	

### **YOUR TO DO LIST**

#### **Before Jury Duty:**

1. Complete Jury Duty Paid Leave Form (this email/form) and email to [askHR@mortenson.com](mailto:askHR@mortenson.com).
2. Email copy of summons to [askHR@mortenson.com](mailto:askHR@mortenson.com)
3. Inform your supervisor of the dates you will be off work.

#### **During Jury Duty**

1. Request from the court your Certificate of Attendance
2. Email copy of Certificate of Attendance to [askHR@mortenson.com](mailto:askHR@mortenson.com)
3. If you are paid while on jury duty, please request your Jury Duty Paystub and submit to [askHR@mortenson.com](mailto:askHR@mortenson.com) and [Payroll@mortenson.com](mailto:Payroll@mortenson.com).

#### **Returning to Work from Jury Duty**

1. Inform your supervisor of the dates you will be returning to work

For more detailed Jury Duty information, please visit <https://mycraftbenefits.com/time-away/>

*If it is determined that you were overpaid for days you were not actually serving on jury duty, you will be required to repay the overpaid amount(s). Please ensure that all dates of service are accurately reported to avoid any discrepancies.*