

Revisions to VCVB Employee Handbook –June 2026

Current:

3.10 Jury Duty / Witness Service

Regular full-time employees are eligible for paid jury duty. Eligible employees will be paid straight time me compensation for up to five (5) working days per rolling year. If an employee's jury duty or witness service exceeds this number of days, an employee may use available PTO. Otherwise, the time away from work is unpaid.

Any employee who is summoned for jury duty or subpoenaed as a witness is entitled to time off from work to perform such service. Employees called to perform jury service or witness service should notify their supervisor immediately upon notice so that arrangements may be made for their absence.

A non-exempt employee should continue to report to work on those days or partial days when excused from jury duty or witness service, or whenever time spent in jury duty or witness service does not match the employee's work schedule.

All exempt employees who perform jury service or serve as a witness will be paid their regular salary for any week in which they perform some work. Exempt employees must obtain written supervisor approval prior to performing any work while on jury duty.

Employees are required to provide documentation, showing that they have been called to perform jury service or witness service, to their supervisor as soon as it is received. The employee should continue to report to work on those days or partial days when excused from jury duty or whenever time spent in jury duty does not match the employee's work schedule. If the courthouse supplies documentation regarding the time served each day, the employee must provide this documentation to their supervisor.

4.6 Bereavement Leave

Employees may take bereavement leave of up to five (5) days upon the death of a family member immediately upon hire. For the purposes of this policy, a family member includes a spouse, significant other whom they cohabitate, a child, parent, sibling, grandparent, grandchild, domestic partner, parent-in-law, sister or brother-in-law, son or daughter-in-law, stepchild, stepparent, stepbrother or stepsister.

Bereavement leave need not be consecutive but must be completed within three (3) months of the family member's death.

Three (3) days of bereavement leave will be paid at the employee's base rate of pay at the time of absence for the number of hours the employee otherwise would have worked that day. Two (2) days of bereavement leave will be unpaid. However, employees may substitute accrued PTO, as applicable, personal days, or sick leave during unpaid leave taken under

this policy, but this substitution does not extend the length of the leave. Bereavement leave is not counted as hours worked for purposes of calculating overtime.

Employees, if requested by the Company within 30 days of the first day's leave must provide documentation of the death of the family member. Documentation includes, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

The Company will maintain the confidentiality of any employee's requesting leave under this policy including documentation provided to the Company related to a request for leave.

Employees wishing to utilize bereavement leave should contact the Human Resources Department. Employees will not be subject to adverse action for exercising rights or attempting to exercise rights under this policy, opposing practices that they believe to be in violation of this policy, or supporting the exercise of rights of another under this policy.

Change to:

3.10 Jury Duty / Witness Service

Regular employees are **not eligible for paid jury duty**.

Any employee who is summoned for jury duty or subpoenaed as a witness is entitled to time off from work to perform such service. Employees called to perform jury service or witness service should notify their supervisor immediately upon notice so that arrangements may be made for their absence.

Employees are required to provide documentation, showing that they have been called to perform jury service or witness service, to their supervisor as soon as it is received.

4.6 Bereavement Leave

Employees may take bereavement leave of up to **three (3) days** upon the death of a family member immediately upon hire. For the purposes of this policy, a family member includes a spouse, significant other whom they cohabitate, a child, parent, sibling, grandparent, grandchild, domestic partner, parent-in-law, sister or brother-in-law, son or daughter-in-law, stepchild, stepparent, stepbrother or stepsister.

Bereavement leave need not be consecutive but must be completed within three (3) months of the family member's death.

One (1) days of bereavement leave will be paid at the employee's base rate of pay at the time of absence for the number of hours the employee otherwise would have worked that day. Two (2) days of bereavement leave will be unpaid. However, employees may substitute accrued PTO, as applicable, personal days, or sick leave during unpaid leave taken under

this policy, but this substitution does not extend the length of the leave. Bereavement leave is not counted as hours worked for purposes of calculating overtime.

Employees, if requested by the Company within 30 days of the first day's leave must provide documentation of the death of the family member. Documentation includes, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

The Company will maintain the confidentiality of any employee requesting leave under this policy including documentation provided to the Company related to a request for leave.

Employees wishing to utilize bereavement leave should contact the Human Resources Department. Employees will not be subject to adverse action for exercising rights or attempting to exercise rights under this policy, opposing practices that they believe to be in violation of this policy, or supporting the exercise of rights of another under this policy.