	<b>Human Resource Policy Benefits &amp; Compensation</b>	<b>No. HR.BNC.09</b>
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		<b>Effective Date:</b> 07-30-19
		<b>Previous Versions Dated:</b> 09-03-15; 08-01-00; 04-20-99; 01-01-93
		<b>Corporate Review Process:</b> 07-19-19

**I. SCOPE:**

This policy applies to (1) Tenet Healthcare Corporation and its wholly-owned subsidiaries and affiliates (each, an “Affiliate”); (2) any other Facility or organization in which Tenet Healthcare Corporation or an Affiliate owns a direct or indirect equity interest greater than 50%; and (3) any hospital or healthcare Facility in which an Affiliate either manages or controls the day-to-day operations of the Facility (each, a “Tenet Facility”) (collectively, “Tenet”).


**II. PURPOSE:**

This purpose of this policy is to provide directions regarding a leave of absence for jury duty.

**III. POLICY:**

At Tenet, we recognize and support employees’ obligation and civic responsibility to serve on jury duty. Tenet complies with any applicable state law(s) regarding jury duty. Unless state law requires otherwise, employees will be granted an unpaid Leave of Absence for this purpose provided that they give their supervisor reasonable advance notice of their obligation to serve.

- A. Regular full-time employees and part-time 1 employees called to jury duty after completing 90 days of employment may be eligible to receive a portion of their regular pay for a limited time while serving on jury duty. In the event that a regular full-time employee cannot be excused or cannot rearrange their working schedule to avoid a conflict, the employee will be paid his/her regular daily rate for each full working day missed due to jury duty for a maximum of 80 hours pay within a 36-month period. Part time 1 employees may receive up to a maximum of 40 hours pay. Any additional time served on jury duty by the employee during this period will be without pay.
- B. Evidence of jury duty attendance must be presented to the Tenet Facility. The employee should continue to report for work on those days or parts of days when excused from jury duty or whenever time spent on jury duty does not match the time regularly scheduled for work.
- C. It is the employee’s responsibility to report for duty at the end of an approved leave for jury duty. Failure to do so may result in disciplinary action up to and including termination of employment.
- D. All employee benefit accruals and other benefits in which the employee is enrolled will continue while the employee is on jury duty leave. The employee will be required to continue payment of any required contributions for employee benefits during the jury duty leave.

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**IV. PROCEDURE:**

A. Human Resources

1. Assist employees seeking a Leave of Absence.
2. Provide guidance and support to supervisors in administration of this policy.
3. Process the Personnel/Employee Change Notice (PCN) or equivalent and file in employee's personnel file.
4. Administer the leave in accordance with this policy.
5. Process a PCN or equivalent when the employee returns from leave or, if failing to return, is terminated from employment by the Tenet Facility.

B. Supervisors


1. Review and approve the leave of absence after consultation with the Tenet Facility Human Resources.
2. Initiate a PCN or equivalent to approve the leave and forward it together with supporting documentation to Human Resources.

C. Employees

1. Submit a request for jury duty leave in writing prior to the date of service and provide the request to your supervisor together with evidence that service on a jury is required.
2. Comply with all terms and conditions of any leave granted.

D. Responsible Person

The Tenet Facility Human Resources Leader is responsible for ensuring that all personnel adhere to the requirements of this policy, that these procedures are implemented and followed at the Facility, and that instances of noncompliance with this policy are reported to the Tenet HR Operations for review and resolution by the Vice President, HR Operations.

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E. Auditing and Monitoring

Audit Services will audit adherence to this policy in its full scope audits.

F. Enforcement

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures and responsibilities created by this policy. Failure to comply with this policy will be subject to appropriate performance management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards, as allowed by applicable law.