



WITNESS DUTY LEAVE and VICTIM OF CRIME LEAVE POLICY

Witness Duty Leave

An employee, including a victim of a crime, may take time off to appear in court as a witness in order to comply with a subpoena or other order. If an employee needs time off to appear as a witness, the employee should bring the subpoena or court order to his or her supervisor immediately after it is received so that arrangements to accommodate the absence may be made.

While taking time off to appear as a witness, an employee is expected to report to work whenever the court schedule permits. The employee may use any accrued vacation or floating holiday (if applicable) to appear in court as a witness; otherwise, the time off will be unpaid. However, the salary of an exempt employee will not be reduced if he or she misses only a portion of a day.

Victim of Crime Leave

An employee who is a victim of a serious or violent felony, or whose spouse, registered domestic partner, child, stepchild, sibling, step sibling, parent, or step-parent is a victim of a serious or violent felony, may take time off in order to attend judicial proceedings relating to the crime.

If an employee needs such time off, the employee must give his or her supervisor a copy of the notice of the scheduled proceeding. If advance notice is not possible, the employee must provide a copy of documentation relating to the judicial proceeding within a reasonable period of time after his or her return to work. Employees who take paid family leave will continue to accrue paid time off while on paid family leave.

If desired, the employee may use any accrued vacation, floating holiday (if applicable) and/or any available paid sick time while attending judicial proceedings relating to a crime. Otherwise, the time off will be unpaid, consistent with applicable law.

Vontier will afford employees any additional leave as required by applicable law.

Requests for Leave

Employees must contact Unum at 866-860-2063 in addition to coordinating with their manager to obtain advanced approval of any time-away from the office.

The employee will provide his or her supervisor with notice of the request for leave as soon as possible, but no later than 30 days prior to the requested leave date, where foreseeable and possible, and as soon as practicable when the need for leave is unforeseeable.

Vontier may require additional documentation from the employee to substantiate the request for leave. This may include completion of associated FMLA paperwork required by your operating company.