

BEREAVEMENT, JURY DUTY & MILITARY SERVICE

Commvault provides time off with pay for regular Full-Time Vaulters under the following conditions:

Bereavement: In the case of a traumatic event, Vaulters may be granted up to ten days leave with pay in the event of a death in the immediate family (spouse, children, siblings, parents, grandparents, grandchildren, in-laws, step-family).

Jury Duty: The Company will pay the difference between your normal base salary and the court's compensation (for up to 2 weeks) in the event you are called to jury duty (excluding travel time). Vaulters must notify their manager upon receipt of jury duty notice.

Military Service: The Company will comply with the provisions of USERRA (Uniformed Services Employment and Reemployment Rights Act) in protecting the job rights of Vaulters who voluntarily or involuntarily leave to undertake military service. The Company will pay up to 10 days salary differential per year to Vaulters fulfilling their annual military reserve training.

All paid leaves in any of the above categories should be reported to benefits@commvault.com.

Jury Duty receipts should be submitted to Human Resources for processing of payment.

Effective: 1/1/2001

Updated: 10/1/2023