JURY DUTY LEAVE OF ABSENCE LETTER

Isabella Torres
8422 Collins Avenue, Apt 12, Miami Beach, FL 33154

October 10, 2025

Robert Castellanos, Managing Partner
Castellanos & Ruiz, P.A.
1200 Brickell Avenue, Suite 1800, Miami, FL 33131

Dear Mr. Castellanos,

Re: Formal Request for Leave of Absence

Please accept this letter as my formal request for a leave of absence from my position as Senior Paralegal at Castellanos & Ruiz, P.A.. I respectfully ask that you acknowledge receipt of this letter in writing so that we have a shared record of the notice date.

Reason for Leave

I have been summoned for jury duty by the U.S. District Court for the Southern District of Florida. I have been summoned for federal grand jury service in connection with an anticipated four-week trial. A copy of the summons is attached to this letter.

Dates of Leave

I am requesting leave beginning **November 3, 2025** through **December 1, 2025**, a continuous period of approximately 4th (4) weeks.

Because jury service duration is inherently uncertain, the end date above is my best estimate and may be extended based on the court's schedule.

Legal Framework

I understand that federal FMLA may not apply to this leave, either because the Company employs fewer than 50 employees within 75 miles of my worksite, because I have not yet completed 12 months of service or 1,250 hours in the prior 12 months, or for other eligibility reasons. I am nonetheless submitting this formal written request and asking the Company to consider it under any applicable state leave law, the Americans with Disabilities Act (where applicable), and Company policy.

Jury service. Federal law, 28 U.S.C. §1875, and applicable state law prohibit an employer from discharging, threatening, intimidating, or coercing a permanent employee because of jury service. I will

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promptly resume my duties upon completion of the jury service.

State-Specific Rights

Illinois Paid Leave for All Workers Act. I reserve my rights under the Illinois Paid Leave for All Workers Act, 820 ILCS 192/1 et seq. (effective January 1, 2024), which entitles most Illinois employees to accrue up to 40 hours (5 days) of paid leave per year, usable for any reason. I request that any Company-required substitution of paid leave be applied consistent with PLAWA.

Illinois jury leave (705 ILCS 310/10.1). Retaliation for jury service is prohibited.

Pay and Benefits

I request that my accrued paid time off and sick leave be applied to this leave concurrently, consistent with 29 C.F.R. §825.207 and Company policy.

I understand that under 29 U.S.C. §2614(c) the Company is required to maintain my group health insurance coverage during any FMLA-qualifying portion of this leave on the same terms as if I had continued to work, and I intend to continue paying my share of any applicable premiums. Please let me know the preferred method and schedule for remitting my premium share during the leave period.

Reinstatement

I understand that, under 29 U.S.C. §2614(a), I am generally entitled to be restored to my prior position or an equivalent one upon return from FMLA leave. I also understand that 29 U.S.C. §2614(b) and 29 C.F.R. §825.217 contain a limited "key employee" exception for certain salaried employees in the highest-paid 10%, and I ask that the Company notify me in writing at the earliest practicable time if it believes that exception may apply to me, so that we can discuss it.

Availability During Leave

If my leave is approved, I will be available to assist with urgent questions by phone or email when possible. I do not intend to perform regular work duties during the leave period.

I understand that, under 29 C.F.R. §825.216(e), the Company may not require me to perform work during a protected FMLA leave, and nothing in the availability described above is intended to waive that protection.

Transition Plan

I will brief Paralegal Jessica Morales on my active matters, particularly the Ramirez litigation and the Mendez document-review project. All case files will remain accessible in iManage.

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Return to Work

I intend to return to my position as Senior Paralegal on **December 1, 2025** (or earlier, if circumstances permit), and I look forward to resuming my responsibilities at that time. Nothing in this letter is intended to waive or limit any right I may have to reinstatement under 29 U.S.C. §2614, under the Americans with Disabilities Act, under USERRA, or under applicable state law.

Acknowledgment of Receipt

To confirm the Company's receipt of this notice for purposes of any applicable FMLA or state-leave timing, I request written acknowledgment of this letter (by email or countersignature) indicating the date it was received.

Thank you for your attention to this request.

Sincerely,

Employee

_____ SIGNATURE

_____ PRINTED NAME

_____ DATE

Isabella Torres
Senior Paralegal

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