



Jury Duty

Policy Category: Termination and Leave of Absence	Subject: Jury Duty
Policy Date: 9/01/1977 Revised Date: 5/23/2018	Page 1 of 2
Distribution: All GAF Employees	Approved by: Corporate Human Resources

PURPOSE

To provide a uniform procedure for employees to follow when called upon to serve on jury duty which GAF recognizes as an obligation attendant to citizenship.

SCOPE

This policy applies to all active, full-time, regular employees throughout the United States.

Note: If the terms of a collective bargaining agreement covering GAF employees differ, the collective bargaining agreement will apply to the extent consistent with requirements of law.

APPLICATION

A. Pay Provisions

Unless otherwise covered by the provisions of an applicable union contract, all employees, upon furnishing proof of jury duty to his or her immediate supervisor, shall continue to receive full pay from GAF for up to and including three weeks of jury service, in addition to such jury duty compensation which may be received. Employees held over on a longer case will be placed on a leave of absence without pay.

B. Requirement

Employees on jury duty are expected to return to work whenever it is reasonably possible, particularly when excused from jury duty for a half- day or more, or prior to the scheduled completion of their service. In this regard, the special problems of late-shift workers, time and distance, nature of job, and other conditions, which vary at different locations, shall be handled at the discretion of the local Human Resources representatives and local manager.

RESPONSIBILITY

The Human Resources Manager/Representative at each location is responsible for location administration of this policy.

EXCEPTIONS

Requests for exceptions to this policy shall be forwarded in writing to the appropriate Vice President, Human Resources or designee for approval:

This policy does not and is not intended to create any employment contract or any guarantee of continued employment for any employee or any other contractual or legal right. All non-bargaining unit employees are considered employed at will. As such, employees have the right to resign from employment with GAF at any time, with or without cause or reason and with or without prior notice. Likewise, GAF is free to terminate an at will employee at any time, with or without cause or reason and with or without prior notice.