

Jury Duty

Brevard Academy - A Challenge Foundation Academy (BA-CFA) encourages employees to fulfill their civic responsibilities by serving jury duty when summoned. Employees in an eligible classification may request up to one week of jury duty leave over any one-year period. Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of the absence. Only Regular full-time employees qualify for paid Jury duty. If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off or may request an unpaid jury duty leave of absence. Employees must show the jury duty summons to the School Director immediately when it is received so that arrangements may be made to accommodate their absence with teachers being responsible for completing a notice of absence form. Employees are expected to report for work whenever the court schedule permits. Either the School or the employee may request an excuse from jury duty if, in BA-CFA's judgment, the employee's absence would create serious operational difficulties. The School will continue to provide health insurance benefits for the full term of the jury duty absence.

Witness Duty

BA-CFA supports employees who must appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by BA-CFA they will receive paid time off for the entire period of witness duty.

Employees will be granted a maximum of three (3) days of paid time off to appear in court as a witness at the request of a party other than BA-CFA. Employees will be paid at their base rate and are free to use any remaining paid leave benefits (such as vacation leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid. The subpoena should be shown to the School Director immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to complete a notice of absence form and to report for work whenever the court schedule permits.