



Monument Academy

Board of Directors Governance and Policy

Policy Name:	Staff Legal Leave
Policy Number:	GBGK-MA
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Reviewed:	
Approved	October 17, 2024
Category:	Personnel
Author:	Dir of Human Resources/ExecDir
Approval:	MA Board of Directors

The Board of Directors recognizes the important role citizens play in our legal system, including the obligation to serve as jurors under appropriate circumstances and to appear in proceedings pursuant to subpoena or other court order.

Jury Duty – a leave of absence for jury duty.

Employees who are called to serve on a jury will be paid in full for the first three days of jury duty. After the three days, Monument Academy will no longer pay the employee's daily rate. However, jury duty compensation may be available from the court office.

Employees who are required to serve for more than five working days may take time off, without pay, or use accrued personal leave time, for the balance of the time. Upon completion of jury duty, a Verification of Attendance Form must be presented to Monument Academy. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.

If an employee is called to serve on jury duty at a time that would unreasonably interfere with normal educational and business operations, the employee may request a one-time postponement of jury duty. Please consult local laws regarding the rules and processes of jury duty postponement.

Employees will be required to use ReadySub to request jury duty leave. Please refer to ReadySub instructions for further information. Employees must also submit time-off requests for jury duty in SDS.

LEGAL REFS.: C.R.S. 13-71-119

C.R.S. 13-71-126

C.R.S. 13-71-129

C.R.S. 13-71-132 through 13-71-134