

# Weakley County Board of Education



Monitoring:

Descriptor Term:

## Emergency and Legal Leave

Descriptor Code:

5.301

Issued Date:

9/28/2015

1

### 2 **EMERGENCY LEAVE**

3

4 An immediate supervisor may grant a certified employee emergency leave during the workday  
5 for a sudden, unexpected occurrence demanding immediate attention. Leave shall be taken as  
6 personal leave,<sup>1</sup> sick leave or leave without pay. The employee who uses emergency leave shall  
7 confirm said leave on appropriate forms the day after returning to work.

8

9 Principals or administrative supervisors shall keep a tally of the amount of time individual  
10 employees are released under this policy and when the total time reaches one (1) day, the  
11 employee shall be charged with one (1) day of applicable leave.

12

13 The minimum amount of time granted for emergency leave shall be one-half (1/2) day.

14

### 15 **JURY DUTY**

16

17 When a teacher is summoned for jury duty s/he shall appear in court and specify a seven (7) day  
18 period within twelve months that s/he will be available for jury duty.<sup>2</sup> The following procedures  
19 shall regulate the leave for jury duty for teachers:

20

21 1. The teacher shall present written evidence that s/he had been summoned to serve on a jury;  
22 and,

23 2. The teacher shall be entitled to the usual compensation, less the amount paid by the court.<sup>3</sup>

24

### 25 **COURT APPEARANCES**

26

27 If a teacher appears in state court because of a personal interest, whether as a plaintiff, defendant  
28 or witness or voluntarily appears in behalf of family or friends, or when a teacher is required to  
29 appear in court either as a defendant or plaintiff in a civil case, personal leave or leave without  
30 pay shall be granted in accordance with the established board policies on leaves.

31

#### 32 *Support Personnel*

33

34 Support personnel called for jury duty or who serve as court witnesses shall present the subpoena  
35 or other documents which give reporting instructions to the immediate supervisor. The employee  
36 shall obtain a form indicating the days served and the court pay to be received from the court's  
37 clerk for submitting to the payroll office. The employee shall receive the usual compensation less  
38 the amount paid by the court.<sup>3</sup>

---

#### Legal References:

<sup>1</sup> TCA 49-5-711(c)(1)(2); OP Tenn. Atty. Gen. 81-5 (Jan. 9, 1981)

<sup>2</sup> TCA 22-1-103(b)

<sup>3</sup> TCA 22-4-106(b)