

## Decatur County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Emergency and Legal Leave</b>	Descriptor Code: <b>5.301</b>	Issued Date: <b>07/13/17</b>
		Rescinds: <b>5.301</b>	Issued: <b>11/13/97</b>

### 1 **EMERGENCY LEAVE**

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

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

### 9 **JURY DUTY**

10 If an employee is summoned for jury duty, he/she shall present written evidence that he/she has been summoned  
11 to serve on a jury. The employee shall be entitled to the usual compensation, less the amount paid by the court.<sup>2</sup>

### 12 **COURT APPEARANCES**

13 If an employee appears in court as a plaintiff, defendant, witness,<sup>3</sup> or voluntarily appears on behalf of family or  
14 friends personal leave or leave without pay shall be granted.

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#### Legal References

1. TCA 49-5-711(c)
2. TCA 22-4-106(b)
3. TCA 16-15-708