

# Van Buren County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: <b>Emergency and Legal Leave</b>	Descriptor Code: 5.301	Issued Date: 06/17/99
		Rescinds:	Issued:

1 EMERGENCY LEAVE

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

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

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12  
13 JURY DUTY

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

- 18
- 19 1. The teacher shall present written evidence that s/he had been summoned to serve on a jury;  
20 and,
  - 21 2. The teacher shall be entitled to the usual compensation, less the amount paid by the court.<sup>3</sup>
- 22  
23  
24

25 COURT APPEARANCES

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

31  
32 Support Personnel

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

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40 Legal References:

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1. TCA 49-5-711 (c)(1)(2); OP Tenn. Atty. Gen. 81-5 (Jan. 9, 1981)
2. TCA 22-1-103 (a)(3)
3. TCA 22-4-108 (b)(1)