

Hamblen County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Emergency and Legal Leave	Descriptor Code: 5.301	Issued Date: 04/25/13
		Rescinds: GBRH, GC	Issued: Unknown

1 **EMERGENCY LEAVE**

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

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

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12 **JURY DUTY**

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14 The following procedures shall regulate employee leave for jury duty:
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16 1. The employee shall present written evidence that he/she had been summoned to serve on a jury.
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18 2. The employee shall be entitled to the usual compensation, less the amount paid by the court.²

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20 **COURT APPEARANCES**

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22 If an employee appears in state court due to a personal interest as a plaintiff, defendant, or witness, or
23 due to voluntary appearance on behalf of family or friends, or when a employee is required to appear
24 in court as a defendant or plaintiff in a civil case, personal leave or leave without pay shall be granted
25 in accordance with established Board policies on leaves.

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39 Legal References:
40 1. TCA 49-5-711 (c)(1)(2); OP Tenn. Atty. Gen. 81-5 (Jan. 9, 1981)
41 2. TCA 22-4-106 (b)