

<b>Lakeland School System</b>			
Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Emergency and Legal Leave</b>	Descriptor Code: <b>5.301</b>	Issued Date: <b>10/03/16</b>
		Rescinds: <b>5.301</b>	Issued: <b>04/14/14</b>

1 **EMERGENCY LEAVE**

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

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

9 **JURY DUTY**

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

13 **COURT APPEARANCES**

14 If an employee appears in court as a plaintiff, defendant, witness,<sup>3</sup> or voluntarily appears on behalf of  
15 family or 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