

Obion County Board of Education			
Monitoring: Review: Annually, in February	Descriptor Term: Emergency and Legal Leave	Descriptor Code: 5.301	Issued Date: 09/06/16
		Rescinds: 5.301	Issued: 02/02/04

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,¹
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 a teacher summoned for jury duty, he/she shall present written evidence that he/she has been
11 summoned to serve on a jury. The teacher shall be entitled to the usual compensation, less the amount
12 paid by the court.²

13 **COURT APPEARANCES**

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

16 *Support Personnel*

17 Support personnel called for jury duty or who serve as court witnesses shall present the subpoena or
18 other documents which give reporting instructions to the immediate supervisor. The employee shall
19 obtain a form indicating the days served and the court pay to be received from the court's clerk for
20 submitting to the payroll office. The employee shall receive the usual compensation less the amount paid
21 by the court.³

Legal References

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