

Franklin Special Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Emergency and Legal Leave	Descriptor Code: 5.301	Issued Date: 12/12/16
		Rescinds: 5.301	Issued: 09/14/98

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 an employee is 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.²

13 **COURT APPEARANCES**

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

17 In all cases where an employee appears as a subpoenaed witness³, he/she shall be fully compensated and
18 treated as if on the job for payroll purposes. A copy of the issued subpoena should be filed with payroll
19 requests in a timely manner as a matter of record.

Legal References

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

Cross References

- Short Term Leave 5.300
- Sick Leave 5.302
- Personal and Professional Leave 5.303