

Lakeland School System			
Monitoring: Review: Annually, in January	Descriptor Term: Emergency and Legal Leave	Descriptor Code: 5.301	Issued Date:
		Rescinds:	Issued:

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 is 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.

Legal References

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