

# Houston County Board of Education

Monitoring: <b>Review: Annually, in January</b>	Descriptor Term: <b>Emergency and Legal Leave</b>	Descriptor Code: <b>5.301</b>	Issued Date: <b>06/10/19</b>
		Rescinds:	Issued: <b>06/10/19</b>

## EMERGENCY LEAVE

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

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

## JURY DUTY

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

## COURT APPEARANCES

If an employee appears in court as a plaintiff, defendant, witness,<sup>3</sup> or voluntarily appears on behalf of 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; Public Acts of 2018, Chapter No. 747

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### Cross References

Short Term Leaves of Absence 5.300