

Dickson County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Emergency and Legal Leave	Descriptor Code: 5.301	Issued Date: 10/24/13
		Rescinds: 5.301	Issued: 08/23/12

1 **EMERGENCY LEAVE**

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3 An immediate supervisor may grant a certificated employee emergency leave during the workday for a
4 sudden, unexpected occurrence demanding immediate attention. Leave shall be taken as personal leave,
5 (TCA 49-5-711; AGO 81-231) sick leave or leave without pay. The employee who uses emergency leave
6 shall confirm said leave on appropriate forms the day after returning to work.

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8 **JURY DUTY**

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10 Employees shall be expected to fulfill their civic duties in service to the court. Employees should request
11 of the court, a service window during non-instructional periods. The teacher shall present upon request,
12 written evidence that s/he had been summoned to serve on a jury. The teacher shall be entitled to the usual
13 compensation. (TCA 22-4-106B)

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15 **COURT APPEARANCES**

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17 If an employee appears in court because of a personal interest, whether as a plaintiff, defendant or witness
18 or voluntarily appears in behalf of family or friends, or when an employee is required to appear in court
19 either as a defendant or plaintiff in a civil case, personal leave or leave without pay shall be granted in ac-
20 cordance with the established board policies on leaves.

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22 **LEAVES FOR VICTIMS OF PHYSICAL ASSAULT WHILE AT WORK**

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24 Certified Personnel who are victims of physical assault while performing functions of their job shall be
25 granted leave with pay while on leave due to the physical assault.
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