

<b>Administrative Directive Title:</b> <b>Procedures for Emergency and Legal Leave</b>	<b>AD Number:</b> <b>5.301.1</b>	<b>Adopted:</b> <b>July 2013</b> <b>Former Descriptor:</b> <b>PER1</b>
<b>Policy References:</b> <a href="#">Board Policy 5.301</a> - Emergency and Legal Leave	<b>Revised:</b> 2/14; 6/14; 8/15; 8/16; 9/18; 10/20; 1/24; 11/24	

- 1    **Emergency Leave**
- 2    Pursuant to Board Policy 5.301, an immediate supervisor may grant an employee emergency leave
- 3    during the workday for a sudden, unexpected occurrence demanding immediate attention. Emergency
- 4    leave shall be taken as personal leave, sick leave, or leave without pay. The employee is responsible for
- 5    confirming emergency leave taken through Skyward the day after returning to work.
  
- 6    **Legal Leave**
- 7    Pursuant to Board Policy 5.301, if an employee appears in court as a plaintiff, defendant, witness or
- 8    voluntarily appears on behalf of family or friends, or as an expert witness in a case not involving the
- 9    school district, the employee will be required to use personal leave or leave without pay. Leave should
- 10   be requested at least five (5) days prior to the requested leave of absence.
  
- 11   If an employee is summoned for jury duty, they must present written evidence that they have been
- 12   summoned to serve on a jury to their supervisor and the Human Resources Department. Pursuant to
- 13   Board Policy 5.301 and TCA 22-4-106, the employee will be entitled to the usual compensation.
  
- 14   In cases where an employee is subpoenaed in relation to a student or requested to appear on behalf of
- 15   the school district, the absence will be considered temporary duty leave and not counted against any of
- 16   the employee’s accumulated leave credits. The employee is responsible for providing the summons or
- 17   subpoena to their supervisor and the Human Resources Department.