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,[1] 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

When a teacher is summoned for jury duty he/she shall appear in court and specify a seven (7) day period within twelve months that he/she will be available for jury duty.[2] The following procedures shall regulate the leave for jury duty for teachers:

1. The teacher shall present written evidence that he/she had been summoned to serve on a jury; and,

2. The teacher shall be entitled to the usual compensation received from employment with Knox County Schools in addition to any fee or compensation received for jury service.[3]

COURT APPEARANCES

If a teacher appears in court because of a personal interest, whether as a plaintiff, defendant or witness or voluntarily appears in behalf of family or friends, or when a teacher is required to appear in court either as a defendant or plaintiff in a civil case, personal leave or leave without pay shall be granted in accordance with the established board policies on leaves.

Legal References:

1. T.C.A. § 49-5-711.
2. T.C.A. § 22-1-103 (a)(3).
3. T.C.A. § 22-4-106.

Approved as to Legal Form
By Knox County Law Director 2/25/2021
/*Gary T. Dupler*/Deputy Law Director