

SUPPORT STAFF EMERGENCY/LEGAL LEAVE

Code **GDCAB** Issued **3/05**

Purpose: To establish the basic structure for emergency and legal leave for support staff.

Emergency leave

For emergencies and unusual situations not covered by the leave policies of the district, an employee may request the superintendent's or his/her designee's authorization for use of sick leave days. The employee must submit the request in writing through the principal or supervisor to the superintendent or his/her designee.

Legal absence

Employees should notify their principal or immediate supervisor as soon as they know they are being called for jury duty or subpoenaed. An employee should submit a copy of a jury duty summons or subpoena to his/her principal or supervisor. The district will grant employees leave without loss of pay when they are summoned for jury duty or subpoenaed in the line of duty to represent the district as a witness or defendant. Any jury fee or travel payment will be retained by the employee. If an employee must appear in court for any reason other than the above, the employee must elect to request authorized leave. Whenever a prospective juror is dismissed before the end of the working day, he/she must return to his/her official duties.

The district encourages school employees, including teachers, certified personnel at the building level and bus drivers selected for jury service during the school year, to request a postponement to a date that does not conflict with the school term.

No salary adjustment will be made unless the employee is found to be using legal leave improperly.

Adopted 7/1/75; Revised 11/20/84, 8/13/91, 10/14/97, 3/8/05

Legal references:

- A. S.C. Code, 1976, as amended:
 - 1. Section 14-1-190 - Compensation received for jury duty deemed to be expense money.
 - 2. Section 14-7-845 - Relating to optional postponement of jury service for students and employees.