**Subject:** Recommendations and File Transfers

**Effective Date:** 03/27/25

**Approved By:** Board of Directors

**Policy:** 5300

**INDIVIDUAL CERTIFIED EMPLOYEE EMERGENCY LEAVE**

An immediate supervisor may grant a certified employee emergency leave during the workday for a sudden, unexpected occurrence demanding immediate attention. Leave shall be taken as personal leave, 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.

The Executive Director 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.

**DISTRICT- OR SCHOOL-WIDE EMERGENCY LEAVE – CERTIFIED AND CLASSIFIED EMPLOYEES**

In the event of an emergency that requires closure of a school building, group of schools, or the entire Charter, the Board may vote to allow a period of paid leave for displaced employees who are unable to work. During this leave period, employees are expected to follow any governmental orders (i.e. quarantine, evacuation, etc). The Board may end this specially-granted paid leave at any time.

The Executive Director may deem certain employees essential during emergencies in which this section is enacted. Employees deemed essential must work as directed by the Executive Director, whether that is by physical appearance at work or teleworking. Employees on Charter or School-Wide Emergency Leave are not required to use personal, vacation, sick, or unpaid leave unless that employee is deemed essential. Essential employees must use leave to be excused

from work absent special permission as determined by the Executive Director or his/her designee.

The Executive Director shall promulgate procedures in order to establish guidelines for Charter- or School-Wide Emergency Leave as well as the deeming of certain personnel as essential in line with this Policy.

**JURY DUTY**

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

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

2. The teacher shall be entitled to the usual compensation, less the amount paid by the court.

**COURT APPEARANCES**3

If a teacher appears in state 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.

***Support Personnel***

Support personnel called for jury duty or who serve as court witnesses shall present the subpoena or other documents which give reporting instructions to the immediate supervisor. The employee shall obtain a form indicating the days served and the court pay to be received from the court's clerk for submitting to the payroll office. The employee shall receive the usual compensation less the amount paid by the court.