

# Williamson County Board of Education



**Adopted Date:**  
10/16/00  
Rev. 9/10/01; Editorial  
6/6/14

5.301

LEGAL LEAVE

1 The Board considers it the civic duty of each employee to assume responsibility for serving when  
2 called for jury duty.  
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4 Excuse from jury duty may be requested for a teacher when, in the judgment of the Superintendent  
5 of Schools, it would adversely affect the instructional program.  
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9 No salary deduction will be made for an employee's absence under the following conditions:  
10 a. If an employee is subpoenaed as a witness in court; a copy of the subpoena must be  
11 filed with the office of the Superintendent of Schools.  
12 b. If an employee appears as a witness for the Board without a subpoena; a copy of a  
13 letter from the Board's attorney stating that the employee was called as a witness for  
14 the Board must be filed with the office of the Superintendent of Schools.  
15 c. If an employee is called for jury duty.  
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17 Any fees resulting from Court service (not to exceed the employee daily rate of pay) shall be paid to  
18 the Board by those receiving leave pay.  
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20 If any employee fails to provide 24 hours written notice of legal leave request, forfeiture of the paid  
21 leave will result.  
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23 When an employee is subpoenaed to appear in court (other than for the Board), the cost of any  
24 substitute that may be used shall be paid by the party issuing the subpoena.  
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