

Emergency Leave

An employee who needs to leave the assigned duty station due to an unforeseen emergency must request permission from the appropriate supervisor.

Depending upon the circumstances of the emergency, employees may use personal or sick leave to cover the emergency absence.

Jury Duty

Employees of the Columbia County School System shall be allowed a leave of absence without loss of pay and without deduction of any amounts otherwise received as compensation for services rendered, for the purpose of attending any court as a juror. Jury duty absence will not be deducted from sick, personal or professional leave. Employees shall not be required to pay the cost of employing a substitute to serve in their absence while on jury duty.

O.C.G.A. 20-2-870

PROCEDURE: NO

ADOPTED: 01/08/85

REVISED: 11/09/87, 05/10/88, 10/01/97