

# Leave for Parental Involvement in Schools

Number: F-15

Revision:

Revision Date: 07/01/2017

## 1.0 POLICY

The Town grants a total of four (4) hours of unpaid leave per school year regardless of number of children to employees to provide parental involvement as an essential component of a child's success in school and positive student outcomes.

## 2.0 PURPOSE

North Carolina General Statute G.S. 95-28.3 specifies that employers shall grant four (4) hours per year of leave to any employee who is a parent, guardian, or person standing loco parentis for a school-aged child so that the employee may attend or otherwise be involved in that child's school.

## 3.0 SCOPE

This policy applies to all employees.

## 4.0 DEFINITIONS

- 4.1 School Year – A school year is defined as the time period between July 1 and June 30, annually.
- 4.2 School – For the purpose of this policy, "school" means any (1) public school; (2) private church school, church of religious charger, or nonpublic school that provides a course of grade school instruction through 12<sup>th</sup> grade; (3) preschool; and (4) child day care facility with a structured program.

## 5.0 ORGANIZATIONAL RULES

- 5.1 When requesting time off under this policy, the employee must give his supervisor as much advance notice as possible of his need to take time off under this policy.
- 5.2 Leave under this policy shall be subject to the following conditions:
  - A. The leave shall be at a mutually agreed upon time between the employee's supervisor and the employee;
  - B. The Town may require an employee to provide a written request for leave at least 48 hours before the desired start time of the leave.
  - C. Approval of parental leave shall be subject to workload and scheduling considerations;
  - D. Approved parental leave under this policy will not have an adverse effect on the attendance record of the employee.

## 6.0 PROCEDURES

- 6.1 An employee taking time off under this policy will complete a Request of Leave form indicating Parental Involvement in School leave under "other" type of leave. The completed Request for Leave form will be submitted with the employee's timecard to payroll for processing.

- 6.2 Employees may substitute paid vacation or compensatory time off for unpaid leave.
- 6.3 It will be the responsibility of the employee's departmental timekeeper to track the number of hours an employee takes under Parental Involvement in School leave.
- 6.4 The Town may request the employee provide documentation showing the relationship between the employee and the child for whom the employee is requesting leave.
- 6.5 The Town may request documentation showing the employee attended or was involved in a child's school event.

## **7.0 APPENDIX, APPENDICES**

- Leave Request Form