

School-related Parental Leave/School Visitation Rights

Employees may take time without pay to attend conferences or classroom activities at their children's school (if these activities cannot be rescheduled during non-working hours).

- Visitation leave can be up to eight hours during any school year, but no more than four hours may be taken in any single day.
- The employee must first use accrued leave time (such as vacation days). Visitation time off can only be taken if the employee has used all accrued leave time (except sick leave or disability leave).
- To be eligible for visitation leave, the employee must have been employed at least half-time and for at least six months.
- The employee must provide the supervisor with a written request for leave at least seven days in advance. In an emergency situation, 24 hours' notice is required.
- Employees may be asked to provide documentation of the visit from the school administrator.