

	Policy: School Parental Leave Policy	Effective Date: January 5, 2004
		Revision Effective Date:
	Policy Number: HR-41	Page 1 of 1
	<hr/> City Manager	<hr/> Human Resources Responsible Party

POLICY

1. Consistent with NCGS 95-28.3, it is the belief of the City of Monroe that parental involvement is an essential component of school success and positive student outcomes. Therefore, the City of Monroe shall grant school parental leave with pay in the amount of four (4) hours per calendar year to any full-time or regular part-time (20+ hours/week) employee who is a parent, guardian, or person standing in loco parentis (responsible for) of a school-aged child or children so that the employee may attend or otherwise be involved with school matters. Examples of activities covered by this policy include meeting with a teacher or administrator concerning the employee's child, attending any non-athletic function (such as dance club, band, drama, etc.) sponsored by the school in which the employee's child is participating.
 - a. The leave shall be at a time mutually agreed upon between the employee's supervisor and the employee;
 - b. Leave taken under these conditions will be considered leave with pay and will not be charged to any of the employee's leave balances;
 - c. The supervisor may require the employee to make a written request for the leave at least 48 hours before the time desired for the leave;
 - d. The supervisor may require that the employee furnish written verification from the child's school that the employee attended or was otherwise involved at that school during the time of the leave; and
 - e. For purposes of this Policy, the term "school" means any: 1) Public School; 2) Private church school of religious charter, or nonpublic school that regularly provides a course of grade school instruction; 3) Preschool; and 4) Child day care facility with a structured program as defined in NCGS 110-86(3).

2. The City of Monroe will not discharge, demote, or otherwise take an adverse employment action against an employee who requests or takes leave under the guidelines of this provision.

It shall be the department director's responsibility to monitor such leave, and note on the time sheet that this is paid leave time for school parental leave.

Eligibility – Full-time and part-time (20+ hours/week) City of Monroe employees will receive 4 hours per calendar year for school parental leave. Any unused hours will be forfeited and may not be carried forward into the next calendar year.