

## SCHOOL VISITATION LEAVE

### I. PURPOSE

To establish guidelines for providing eligible employees time off from work to voluntarily participate in the educational and teaching process of their children.

### II. SCOPE

This policy applies to all permanent employees of the Shelby County Schools unless otherwise covered by a Memorandum of Understanding (MOU).

### III. DEFINITION

**Child** – a biological, adopted, or foster son or daughter; a stepson or stepdaughter; a legal ward; or a son or daughter of a person standing in *loco parentis* (a relationship in which a person has put him/herself in the situation of a parent by assuming and discharging the obligations of a parent to a child with whom he or she has no legal or biological connection. It exists when an individual intends to take on the role of a parent).

**Permanent Employee** – an employee whose services are not for a specified and limited duration. A permanent employee may work either full or part-time.

**School Year** – time of the year in which school is open inclusive of summer terms.

### IV. POLICY STATEMENT

Shelby County Schools recognizes that parental engagement is a key determinant of student achievement and encourages the involvement of District employees in the school-related activities of their children. It is therefore the policy of the District to provide a leave program for eligible employees to take unpaid time off from work to voluntarily participate in the educational and teaching process (i.e., school conferences or classroom activities), hereafter referred to as school event, of their children. Such leave shall be subject to approval of the employees'

immediate/appropriate supervisor in accordance with guidelines established by the Superintendent.

Nothing in the policy shall prohibit the eligible employee from using accrued vacation or personal leave in accordance with policy [4025 Vacation/Personal Leave](#) to participate in school events.

#### *Eligibility*

To be eligible for leave under this policy an employee must be (1) a permanent employee of the District and (2) have children enrolled in a Pre-K, elementary or secondary school.

#### *Prohibited Actions*

Actions taken against an employee for requesting leave from work upon notification of a verified emergency with his/her child or attending school conferences at the request of the school shall be prohibited by the District.

## **V. RESPONSIBILITY**

- A. The employee is responsible for requesting school visitation leave and providing requested documentation to his/her supervisor.
- B. Senior management is responsible for ensuring the employee's absences are properly coded.
- C. Any questions concerning this policy should be directed to the office responsible for human resources.
- D. The Superintendent is responsible for ensuring that this policy is followed.

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#### **Legal References:**

1. T.C.A. 49-6-7001

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#### **Cross References:**

**Issued Date: 08/25/15**

## **SCHOOL VISITATION LEAVE**

In accordance with Board policy, reasonable accommodation shall be made for requests from eligible employees to take time off from work to voluntarily participate in the school events of their children.

### **A. Length of Leave**

Eligible employees may be granted up to three (3) days unpaid leave during a school year.

### **B. Request for Leave**

Any employee intending to take time off from work to attend a school event of his/her child must provide a request for leave in writing to his/her immediate supervisor a minimum of five (5) business days prior to the intended absence. In the case of an unforeseen school event, employees must provide as much notice as practical.

A reasonable effort to schedule leave so as not to unduly disrupt the operations of the District should be made by the employee.

### **C. Required Documentation**

The immediate/appropriate supervisor may require an employee requesting school visitation leave to provide verification of the need for leave and/or attendance to school events. Failure to submit requested verification of attendance from the school may be considered an unexcused absence.