

POLICIES AND PROCEDURES

Guidelines for Time Off for

Subject: Children's Educational Activities Reference: F-I-d,10

Source: President Eff. Date: January 15, 2014

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Remarks: _____

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The purpose of this policy is to provide a uniform method for all employees to handle "educational activity" absences that occur when a parent needs to attend educational activities of their children.

Under Texas House Bill 480, signed into law in June 2013 and effective September 1, 2013, an employee may use up to eight (8) hours of sick leave each fiscal year (September 1 - August 31) to attend educational activities of the employee's children. An employee shall give reasonable advance notice of the intention to use the sick leave to attend an educational activity.

For this policy "educational activity" means a school-sponsored activity, including a parent-teacher conference, tutoring, a volunteer program, a field trip, a classroom program, a school committee meeting, an academic competition, and an athletic, music, or theatre program. "Parent" means a person standing in a parental relation.

If no sick leave is available or if the eight hours has been used for the fiscal year, the employee has the option of charging the absence to accrued compensatory time (where applicable), personal leave (where applicable), vacation leave, or taking leave without pay.