



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Time Off for Children's Educational Activities	DEC - I - e	1	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D- Personnel	Compensation and Benefits: Leaves and Absences	DEC	08/26/2025

PURPOSE

The purpose of this procedure 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.

PROCEDURE

The State of Texas allows an employee to 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 procedure “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.