

CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY	<u>PERSONNEL</u> Child Involvement Leave	732
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The Board of Public Education believes that parent/legal guardian/legal custodian involvement is an essential component of school success and positive student outcomes. Therefore, any employee who is a parent/legal guardian/legal custodian or person standing in *loco parentis* and who has a school-aged child may take up to four (4) hours of unpaid leave to attend or otherwise be involved in that child's school.

The employee must use school involvement leave in one of the following settings:

- a. A public school;
- b. A private church school, church of religious charter, or non-public school described in Parts 1 and 2 of Article 39 of Chapter 115C of the General Statutes that regularly provides a course of grade school instruction;
- c. Preschool; and
- d. Child day care facility as defined in G.S. 110-86(3).

Leave for involvement in the child's school shall be granted under the following conditions:

1. The leave must be requested 48 hours in advance of the time that the employee wishes to take the leave.
2. The leave must be approved by the employee's immediate Supervisor and department head or school Principal.
3. Each employee shall be entitled to a maximum of four (4) hours of leave, regardless of the number of school-aged children.
4. The employee may be requested to furnish a written verification from the child's school that the employee attended or was otherwise involved at the school during the time of the leave.
5. Child involvement leave not taken within the fiscal year of employment shall be forfeited.
6. The employee shall not be entitled to payment for unused child involvement leave upon separation from the School District.

The Board shall not discharge, demote, or otherwise take adverse employment action against an employee who requests or takes leave under this policy.