

## CHILD INVOLVEMENT LEAVE

The New Hanover County Board of Education believes that parent involvement is an essential component of school success and positive student outcomes. Therefore, the school system shall grant four (4) hours per fiscal year leave to any employee who is a parent, guardian, or person standing in loco parentis of a school-aged child so that the employee may attend or otherwise be involved at that child's school as stated in NCGS §95-28.3.

Any full-time employee who is a parent, legal guardian or person standing in loco parentis and who has a school-aged child may take up to four (4) additional hours of paid leave per fiscal year to attend or otherwise be involved in that child's school. Employees who are less than full-time will have the four (4) hours prorated. The leave request form can be accessed on the Division of Human Resources website.

The employee must use child involvement leave in one (1) of the following settings:

- A public school;
- 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;
- Preschool; and
- Child care facility as defined in NCGS §110-86(3).

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

- The leave shall be at a mutually agreed upon time between the employer and the employee;
- The employer may require an employee to provide the employer with a written request for the leave at least 48 hours before the time desired for the leave;
- The leave must be approved by the employee's immediate supervisor and department head or school principal;
- Each employee shall be entitled to a maximum of eight (8) hours of leave, regardless of the number of school-aged children;
- The employee may be requested to furnish written verification from the child's school for the time they attended or were otherwise involved at the school during the time of the leave;
- Child involvement leave not taken within the fiscal year of employment shall be forfeited;
- The employee shall not be entitled to payment for unused child involvement leave upon separation from the school district; and

- Principals, directors and supervisors shall be responsible for maintaining leave records.

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

In compliance with federal laws, New Hanover County Schools administers all educational programs, employment activities and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender, except where exemption is appropriate and allowed by law.

LEGAL REFS: NCGS §95-28.3  
NCGS §110-86(3)

Adopted: 07/05/94

Revised: 01/03/05, 06/07/11