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**Board of Trustees  
Douglas County School District**

**PERSONNEL**

**LEAVE FOR PARENTS OF CHILDREN ENROLLED IN SCHOOL**

1. Douglas County School District employees who are parents of children enrolled in public or private school (K-12) are entitled to four hours of unpaid leave, per school year, for each child enrolled in school. The employee may use the entitled leave time to:
  - Attend parent-teacher conferences;
  - Attend school-related activities during regular school hours;
  - Volunteer or otherwise be involved at the school in which the child is enrolled during regular school hours; and
  - Attend school-sponsored events.

The time for the leave must be mutually agreed upon by the employee and the District. The employee must request the leave in writing at least five school days prior to the date on which the leave is to be taken. The employee may also be required to furnish documentation demonstrating that the employee was present at the school activity for which the leave was provided.

2. Prohibition Against Retaliation

An employee shall not be retaliated against for utilizing the leave described in this section. Employees who believe they have been retaliated against as a result of having taken leave under this section may file a claim with the Nevada Labor Commissioner. The District shall provide the employee with all of the forms necessary for the claim filing.

Adopted: 09/12/2023