

## **Leave Benefits – School Conference/ Activities Leave**

**Policy Number: 165**

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Employees may take up to 16 hours of unpaid leave in any twelve-month period to attend school conferences and classroom activities related to the employee's child if these activities cannot be scheduled during non-work hours. If the employee's child receives child-care services as defined in Minn. Stat. § 256H.01, subdivision 2 or attends a pre-kindergarten regular or special education program, the employee may use the 16 hour period to attend conferences or activities related to the employee's child or to observe or monitor the program of the child, provided the activities cannot be scheduled during non-work hours. When foreseeable, the employee shall provide reasonable notice to the Department Head and schedule the meeting or activity so as not to unduly disrupt operations.

For the purposes of this school conferences and activities, "child" is defined as an individual 18 years of age or younger or an individual under the age of 20 who is attending a secondary school.

An employee may substitute vacation or personal leave for unpaid leave under this section.