

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section:	Attendance and Leaves of Absence
Standard:	SCHOOL ACTIVITIES LEAVE
Section #:	B-11
Effective:	June 3, 2008

See Also:	Paid Time Off; Timekeeping
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GENERAL STANDARD

In accordance with applicable state law, the Authority allows time off for employees to participate in their children's school activities.

SPECIFIC STANDARDS

- An employee may be allowed up to 40 hours per year, but no more than eight hours per month, during the school year, to attend school activities for his/her child or children attending grades kindergarten through 12, or in a licensed day care center.
- An employee who is a legal guardian or a grandparent with custody of a child/children is also eligible for leave in accordance with this Standard.
- Non-exempt employees may adjust their flexible working hours, use accrued PTO or take time off without pay for this purpose.
- Employees are expected to notify their managers as far in advance as possible if they need to take time off from work to attend their children's school activities during work hours.

PROCEDURES

Managers should ensure that time records accurately reflect a non-exempt employee's time off.

Record "School Activities Leave" on the employee's time record for time taken to attend school activities for their child/children.