

Board of Education Policy 7.4890  
Administrative Procedure

Child Involvement Leave

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.
3. Each employee shall be entitled to a maximum of four hours of unpaid leave, regardless of the number of school-aged children.
4. The employee may be requested to furnish 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.

Legal reference: G.S. 95-28.3

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Superintendent

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Date