HUMAN RESOURCES

Family-Friendly Leave

I. Family-Friendly Leave is a form of paid leave that allows all levels of employees to attend special school events.

II. Employees may be granted family-friendly leave to confer with their pre-K through grade 12 child’s teachers, to attend parent/teacher conferences, eligibility meetings, Touch Base, Individual Educational Plans (IEP), student disciplinary meetings, and any other approved school conferences and/or student achievement celebrations.

III. A Principal/Director or Supervisor will consider the following factors in approving requests for family friendly-leave:

A. The employee’s general attendance record;

B. Number and frequency of requests at the work location;

C. Number of previous requests by the employee that have been approved;

D. Impact of the employee’s absence on the total program; and

E. Availability of a suitable substitute, if applicable.

IV. Approved family-friendly leave will be entered into the time and attendance system without impacting the employee’s leave balances.

V. Leave shall only be approved for requests for pre-K through grade 12 in the DC Metro area as identified by the DC Metropolitan Statistical Area. This leave is not intended for day long or multiple day events and is limited to a maximum period of four hours per instance.

The Associate Superintendent for Human Resources (or designee) is responsible for implementing and monitoring this regulation.

This regulation and any related policy shall be reviewed at least every five years and revised as needed.