

PERSONNEL

GENERAL PERSONNEL – SCHOOL VISITATION RIGHTS

The Regional Office of Education will permit individuals who have been employed by the ROE for at least six (6) consecutive months to request leave to attend school conferences or classroom activities related to their child.

Leave of up to a total of eight (8) hours during any school year and no more than four (4) hours in any one-day may be taken if the conference or classroom activities cannot be scheduled during nonworking hours.

The employee must have exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the employee except sick leave and disability leave before school visitation leave may be requested.

Before arranging the conference or activity, the employee shall provide the Regional Superintendent or his/her designee with a written request for leave at least seven (7) days in advance of the time the employee wishes to utilize the visitation right. In an emergency situation no more than twenty-four hours notice shall be required. The leave not unduly disrupts the operations of the ROE.

Employees shall not be required to make up time taken; but if time is not made up, no compensation shall be given for the time taken. The ROE shall make a good faith effort to permit an employee to make up the time taken for visitation purposes. If no reasonable opportunity exists for the employee to make up the time, the employee shall not be paid for the time. No overtime wages shall be paid for make up time.

Upon completion of a school visit, the building principal shall provide the employee (parent or guardian) documentation of the visit.

The employee shall submit the verification to the Regional Superintendent or his/her supervisor within two (2) working days of the school visit and the documentation shall be placed in the employee's personnel file.

No more than 5% of the ROE's staff may take school conference leave at the same time.

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