

Effective July 1, 2010

---

## Child Involvement Leave

*To state the College's policy for child involvement leave*

N.C. General Assembly supports the idea that parent involvement is an essential component of school success and positive student outcomes and has granted eight hours leave per fiscal year to any State employee who is a parent, guardian, or person standing *loco parentis* of a school-aged student. Child Involvement Leave promotes employee involvement in the education of youth and employee assistance to North Carolina schools.

James Sprunt Community College also supports employee involvement in the public schools subject to the following conditions:

1. The leave shall be a mutually agreed upon time between the College and the employee;
2. An employee should provide his/her supervisor with a written request at least 48 hours before the time desired for the leave; and
3. The College requires the employee to furnish written verification from the student's principal or teachers that the employee attended or was otherwise involved at that school during the time of leave.

Employees may take leave under this policy to:

1. Meet with a teacher or administrator of any elementary, middle, or high school or child care program authorized to operate under the laws of the state of North Carolina concerning the employee's child/children, stepchild/children, or child/children over who the employee has custody;
2. Attend, by any employee without regard to parental status, any function sponsored by the school or child care program as defined above, so long as the function is associated with a program which is a part or supplement to the school's or day care's program;
3. Perform, by any employee without regard to parental status, volunteer work approved by a teacher, school administrator, or program administrator at any elementary, middle, or high school or child care program authorized to operate under the laws of the state of North Carolina.

"School" means any State public school, private church school, church of religious charter, or nonpublic school described in Parts 1 and 2 of Article 39 of Chapter 115C of N.C. General Statutes that regularly provides a course of grade school instruction, preschool, or child daycare as defined in G.S. 110-86(3).

## Effective July 1, 2010

---

### **Amount of Leave**

Full-time permanent and probationary employees are granted eight (8) hours of paid child involvement leave on July 1 of each year regardless of the number of children or the parental status of the employee. Permanent part-time employees will receive a prorated amount of child involvement leave on July 1 of each year. New employees are credited with the appropriate prorated amount of leave immediately upon their employment. Leave not taken in a fiscal year will be forfeited. Employees are not entitled to payment for this unused leave upon separation from the College.

### **Approval of Leave**

Child Involvement Leave request forms must be completed **in advance** through regular supervisory channels. Child Involvement Leave may be taken in periods of half-hour increments. Employees and supervisors must schedule and coordinate leave requests so that classes and student needs will be covered. The College must incur no expense in providing Child Involvement Leave for its employees. Employees will select "Child Involvement leave" on the leave form.