

PARENTAL INVOLVEMENT LEAVE

Eligible employees shall be entitled to take leave up to six hours per month, not to exceed 18 hours per academic year, to attend parent-teacher conferences or other academic activities for or with the employee's child. Such leave shall be unpaid. An eligible employee who works less than a full-time schedule shall be eligible for a portion of the leave based on the percentage of a full-time schedule the employee works. An eligible employee may elect to substitute accrued paid leave for unpaid leave provided pursuant to this policy.

An "eligible employee" is defined as an employee who is the parent/legal guardian of a child enrolled in kindergarten through twelfth grade at a public or private school or in a nonpublic home-based educational program in Colorado, and shall further be referred to as "employee."

An "academic activity" includes the following meetings or conferences involving the employee's child or any child for whom the employee has primary legal responsibility: (1) a parent-teacher conference; or (2) a meeting related to special education services, response to intervention, dropout prevention, attendance, truancy or disciplinary issues.

In order to take leave under this policy, an employee shall provide his or her supervisor with notice of the need for leave at least one calendar week in advance of the academic activity, and the notice shall include written verification from the school or district of the academic activity, if requested by the employee's supervisor. In case of an emergency whereby the employee is not aware of the need for the leave one calendar week in advance, the employee shall provide his or her supervisor with notice of the leave as far in advance as possible and shall provide the supervisor with written verification from the school or district of the academic activity upon the employee's return to work. The employee is to report absences according to current procedure; in addition, a written request must be submitted when taking unpaid parental involvement in K-12 education leave. Employees shall make reasonable attempts to schedule academic activities for which leave may be taken outside of regular work hours.

The district may require the employee to take leave in no greater than three-hour increments.

Adopted January 6, 2010
Revised and recoded May 16, 2012

Legal Ref.: C.R.S. 8-13.3-101 (parental involvement in K-12 education)

Cross Ref.: GBGG, Annual Leave

Contract Ref.: TEA Agreement - Article 9, Leaves