



HUMAN RESOURCES OFFICE

Steps to requesting for Administrative Leave for  
FOR CHILD SCHOOL-RELATED PURPOSES  
**FOR PARENTS**

1. Give reasonable notice to immediate supervisor of the planned absence. Please check your child's school calendar for schedule of events (i.e. parent teacher conference, awards ceremony, graduations, etc.).
2. Plan time away from the office. Administrative Leave will only be approved for the hours stated on the excuse slip below. Submit a leave form with the condition that the Administrative Leave Excuse Slip below will be submitted when the employee returns to work, but no later than the following work day. If the Administrative Leave Excuse Slip is not submitted, the employee's annual leave will be charged. If the employee does not have enough annual leave the employee will be placed on Leave without Pay.

Employees are allowed to use up to a maximum of four (4) hours of administrative leave every two (2) pay periods. Administrative Leave may be utilized at the arrangement of the employee with the employee's supervisor. Administrative Leave may be split into smaller segments over the two (2) pay period time frame, but cannot be carried over to the next two (2) pay periods or thereafter. The four (4) hours maximum is overall (not per child).

3. Complete a leave request form. Have your supervisor sign leave request form prior to sending to President for final approval.

Note: The President will not approve any leave requests after the fact.

P.L. 34-85  
CHILD SCHOOL-RELATED PURPOSES  
ADMINISTRATIVE LEAVE EXCUSE SLIP

<b>Name of Parent:</b> _____	<b>Date:</b> _____
<b>Name of Child:</b> _____	<b>Grade:</b> _____
<b>Name of School:</b> _____	<b>Arrival Time at School:</b> _____
<b>Name of School Official:</b> _____	<b>Departure Time from School:</b> _____
<b>Phone Number of School Official:</b> _____	<b>Total hours at school:</b> _____
<b>Email Address of School Official:</b> _____	

This is to certify that the above named **PARENT** of the child (preschool, kindergarten, or grades 1-12) identified has visited the school for the purpose of child school-related activities, such as to find, enroll, or re-enroll the employee's child in a school or with a licensed child care provider, to meet with a teacher or other school official concerning the employee's child's performance, to volunteer parental-involvement time at the employee's child's school or to participate in activities of the school or licensed child care provider of his or her child, including attendance at graduation, school play, school fair, and related events, which shall be considered as attendance at an official meeting or conference.

\_\_\_\_\_  
(Print Legibly) Name of school official

\_\_\_\_\_  
Signature

Approved by President on 08.06.18