Passed by the North Carolina State Legislature in 1993, the purpose of the parental school leave is to promote employees' involvement in the education of youth and to promote employees' assistance to schools. Employees may take unpaid leave under this law to:

1. Meet with a teacher or administrator of any elementary school, middle school, high school or child care program authorized to operate under the laws of the State of North Carolina concerning the employee’s children, concerning the employee's children, step-children or children over whom the employee has custody;

2. Attend any function sponsored by the school or childcare program as defined in subparagraph (1) of this law in which the children, stepchildren or children over whom the employee has custody are participating;

3. Perform school-approved volunteer work approved by the teacher, school administrator or program administrator.

**Amount of Leave**

Full-time and introductory employees may take up to four (4) hours of unpaid leave each calendar year regardless of the number of children. The four (4) hours of leave will be credited to employees on January 1 of each year. The four (4) hours of leave for part-time employees will be prorated based on the proportion of full-time they work. An employee may elect to use earned vacation and be paid for this leave.

New employees will be credited with the full four (4) hours of leave immediately upon employment.

**Approval of Leave**

Employees must receive approval from their supervisor to use this leave and must submit a written request at least 48 hours before the leave time sought is taken. The department head/supervisor may require verification of the leave.

Leave, not to exceed four (4) hours, should be granted for the period of time requested by the employee. A department, however, may require that the leave be taken at a different time, based on the needs of the department.

**Intra-campus Transfer**

If an employee transfers to another department within the University, any balance of the four (4) hours not used shall be transferred to the new department.
Non-Cumulative Leave

Leave not taken in a calendar year will be forfeited; it will not be carried over into the next calendar year.

Separation

Employees will **not** be entitled to payment for this leave upon separation from Elon University.

08/03