OTHER LEAVES

TIME OFF WORK FOR YOUR CHILD’S SCHOOL ACTIVITIES

The Family-School Partnership Act allows an employee who is the parent, guardian, or grandparent with custody of a child in grades Kindergarten through 12, or a child attending a licensed day care facility, to take off up to forty (40) hours per calendar year (but no more than eight (8) hours in any one calendar month) to participate in activities of the school or licensed day care facility. The employee must provide reasonable notice and may elect to substitute accrued vacation, PTO (if applicable), and/or compensatory time off for this purpose.

At the supervisor’s discretion, the employee may be required to provide documentation from the school or licensed day care facility as proof that the employee participated in the activity on a specific date and at a particular time.

VOTING LEAVE

A non-exempt employee may take up to two (2) hours of paid leave at the beginning or end of a workday to vote in local, state, or national general elections or primaries and any additional time off that is taken for this purpose is without pay. To be eligible, an employee must be scheduled to work at least eight (8) hours that day and not have enough time to vote outside of the employee’s normal working hours. Voting leave is not considered time worked for purposes of computing overtime pay for non-exempt employees. Employees who know or have reason to believe that time off to vote will be necessary must inform their supervisors as soon as possible and no later than two (2) working days before Election Day.