
 Town of Swansboro	Personnel Policy		Holidays and Leaves of Absence Parental School Leave	
			Number: Article VII; Section 25	Revisions:
	Supersedes:	Approved By: 		

ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE

Section 25. Parental School Leave

A Town employee who is a parent, guardian, or person standing in loco parentis (in place of the parent) may take up to four hours of unpaid leave annually to involve him or herself in school activities of his or her child(ren). This leave is subject to the three following conditions (GS 115C-336.1):

- 1) The leave must be taken at a time mutually agreed upon by the employee and the Town;
- 2) The Town may require the employee to request the leave in writing at least 48 hours prior to the time of the desired leave; and
- 3) The Town may require written verification from the child's school that the employee was involved at the school during the leave time.

Paid leave (vacation time) taken by an employee to attend to school activities of his or her child shall count towards the fulfillment of this provision by the Town.