

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 317a

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SCHOOL VISITATION*

Reviewed and
Updated 8/06

ALA provides employees time-off during the school year for parents and guardians to attend necessary educational conferences or activities at their children's school if they are unable to meet with educators because of a work conflict.

ALA provides eligible employees leave of up to eight hours during the school year, and no more than four hours of which may be taken on the same day, to attend or participate in any school conferences or activities, if the conferences or activities cannot be scheduled during non-work hours. An eligible employee is defined as an employee who has worked for ALA for at least six months and works at least 17 hours per week.

An employee may not take school visitation leave unless the employee has exhausted all accrued vacation leave, and any other leave that may be granted to the employee except sick leave and disability leave.

Before attending a school conference or activity, the employee must complete a Request for School Visitation Leave (Attachment A) form and provide it to their supervisor at least seven days in advance of the requested leave. In emergency situations, no more than 24 hours notice is required.

Upon completion of a school visit, the school administrator will provide the parent or guardian documentation of the visit, which the parent or guardian must submit to their supervisor. Failure of a parent or guardian to submit the verification document within two days of the visit subjects the employee to the standard disciplinary procedures imposed by the employer for an unexcused absence from work.

No employee will lose any employee benefits by utilizing this policy.

ALA is not required to grant school visitation leave to an employee if granting that leave would result in more than five percent of the employer's workforce taking leave at the same time.

*This policy applies only to employees at ALA's Chicago and Connecticut offices.

Request for School Visitation Leave



Employee Name: _____

Employee Department/Unit: _____

I have read the School Visitation policy and understand that I am required to give notice for the need for school visitation leave whenever possible. If emergent circumstances prevent me from giving the required notice, I am required to give as much notice as possible.

Date of Leave Requested: _____

Hours of Leave Requested: _____

Reason for Leave:



Employee's Signature

Supervisor's Signature

Date