

# Arkansas State University - Jonesboro

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**Effective Date: 07/01/2007**

**Number: 07-23**

**Section: Human Resources**

**Subject: Leave Policy for Participation in Your Children's Educational Activities**

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Employees are allowed the opportunity to participate in their children's educational activities by granting (8) hours of children's educational activity leave per calendar year.

"Child" means a person enrolled in pre-kindergarten through grade 12 (preK-12) who is of the following relation to a state employee:

1. Natural child;
2. Adopted child;
3. Stepchild;
4. Foster child;
5. Grandchild;
6. Ward of the state employee by virtue of the state employee having been appointed the person's legal guardian or custodian; or any other legal capacity where the employee is acting as a parent for the child.

"Child" also includes a person who meets the criteria above but is:

1. Over 18 years of age; and
2. Declared legally incompetent.

"Educational activity" means any school-sponsored activity. "Educational activity" includes without limitation:

1. A parent-teacher conference
2. Participation in school-sponsored tutoring;
3. Participation in a school-sponsored volunteer program;
4. A field trip;
5. A classroom program;
6. A school committee meeting;
7. An academic competition; and
8. Assisting with athletic, music, or theater programs.

All state full-time employees shall be entitled to eight (8) hours of leave during any one (1) calendar year for the purpose of attending or assisting with the educational activities of a child. Unused leave may not be carried over to the next calendar year and is not compensated to the state employee at the time of retirement.

The supervisor must approve the leave request before the leave may be taken. Leave shall be granted if the employee's time off will not interfere with the efficient operation of the office.

Revised on 05/31/13.