



CITY OF KINSTON

Subject: Leave for Parental Involvement in Schools	Section: Holiday/Leave/Longevity		Review Responsibility: Director of Human Resources		
	Policy #: 6	Effective Date: 11/1/2024	Rev. #: 0	Revision Date: 10/15/2024	Page: 1 of 2
	Supersedes:	Prepared By: Tiffany Smith, HR Director		Approved By: Rhonda Barwick, City Manager	

1.0 Purpose

North Carolina General Statute G.S. 95-25.3 requires that employers shall grant four hours per year leave to any employee who is a parent, guardian, or person standing in loco parentis of a school-aged child so that the employee may attend or otherwise be involved at that child's school.

2.0 Departments Affected

All City employees in all departments

3.0 Policy

The City grants a total of four (4) hours of unpaid leave per calendar year to provide parental involvement as an essential component of a child's success in school and positive student outcomes.

4.0 Definitions

School - For the purpose of this section, "school" means any (i) public school, (ii) private church school, church of religious charter, or nonpublic school described in Parts 1 and 2 of Article 39 of Chapter 115C of the General Statutes that regularly provides a course of grade school instruction, (iii) preschool, and (iv) child care facility as defined in G.S. 110-86(3).

5.0 Scheduling Leave

5.1 Leave under this policy shall be subject to the following conditions:

- A. The leave shall be at a mutually agreed upon time between the employee's supervisor and the employee;
- B. The City requires an employee to submit a written request for leave at least 48 hours before the desired start time of the leave;

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C. Approval of parental leave shall be subject to workload and scheduling considerations.

6.0 Procedure

- 6.1 The City requires documentation showing the employee attended or was involved in a child's school event.
- 6.2 The City may request the employee provide documentation showing the relationship between the employee and the child for whom the employee is requesting leave.
- 6.3 Employees may use vacation or compensatory time off for unpaid leave. If an employee has compensatory time, it shall be taken before vacation leave.
- 6.4 It will be the responsibility of the employee's supervisor and department administrative staff to track the number of hours an employee takes under Parental Involvement in Schools leave.
- 6.5 The City shall not discharge, demote, or otherwise take an adverse employment action against an employee who requests or takes leave under this section.