
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 611
EFFECTIVE DATE: 11/03/09
REVISED: 01/02/18
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: LEAVE FOR PARENTS OF CHILDREN ENROLLED IN SCHOOL

I. Purpose:

To establish policy for requesting leave for parents of children enrolled in school.

II. Policy:

Employees who are parents of children enrolled in public or private school (K-12) are entitled to four (4) hours of unpaid leave, per school year, for each child enrolled in school. The employee may use the entitled leave time to:

1. Attend parent-teacher conferences;
2. Attend school-related activities during regular school hours;
3. Volunteer or otherwise be involved at the school in which the child is enrolled during regular school hours; and
4. Attend school-sponsored events.

The time for the leave must be mutually agreed upon by the employee and the department head or supervisor. The employee must request the leave in writing at least 5 school days prior to the date on which the leave is to be taken. The employee may also be required to furnish documentation demonstrating that s/he was present at the school activity for which the leave was provided.

Retaliation Prohibited

An employee shall not be retaliated against for utilizing the leave described in this section. Any employee who believes s/he has been retaliated against as a result of having taken leave under this section may file a claim with the Nevada Labor Commissioner. The county Administrative Officer and/or Personnel Director shall provide the employee with all of the forms necessary for the claim filing.

III. RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.