

The School Visitation Rights Act grants employed parents and guardians of Southeastern Illinois College time during the school year to attend necessary school conferences, behavioral meetings or academic meetings at their children's schools. The following must be met by the employee before he/she can access leave under this policy:

1. The employee must have worked for the College at least six (6) months in at least a half-time position.
2. The employee must have exhausted all accrued vacation leave, personal leave, compensatory leave, or any other leave except sick leave or disability leave.
3. The employer need not grant the leave if more than five percent (5%) of the workforce would be on such leave at the same time.
4. The law specifically states that the employer must approve the request for leave unless it would be "unduly disruptive" to the operation of the employer.

Length of Leave

1. The employee shall be granted leave in increments of no less than one (1) nor more than four (4) hours on a given day.
2. An employee may be eligible for up to eight (8) hours during any school year. No more than four (4) hours can be taken at any one day.

Leave Approval Process

1. The employee must submit a written request at least seven (7) days in advance except for emergencies in which no more than 24 hour notice may be required.
2. The employee must submit documentation of the visit within two (2) working days and is subject to discipline for unexcused absence for failure to do so. The administrator of the school visited is responsible for providing the employee with the form documenting the visit.
3. An employee taking this leave may be given an opportunity to make up the time taken on a different day or shift as directed by the College. An employee is not required to make up the time taken. The College will made a good faith effort to allow an employee to make up time, but if no reasonable opportunity exists, the employee will not be paid for the time taken.

Adopted:

Amended: January 16, 2018; January 21, 2020

Legal Ref:

Cross Ref: