



#### **4-10 POLICY ON SCHOOL VISITATION RIGHTS ACT**

The School Visitation Rights Act (820 ILCS 147) defines how leave for school visits must be administered:

If an employee has worked for SYCAMORE PARK DISTRICT at least six (6) months for an average of at least twenty (20) hours per week, they may be eligible to take up to eight (8) hours of unpaid school visitation leave per school year to attend school conferences or classroom activities related to an employee's child (ren) if the conference or classroom activities cannot be scheduled during non-work hours. For purposes of this policy, "school" means any public or private primary or secondary school or educational facility located in Illinois or a state that shares a common boundary with Illinois.

No more than four hours of leave may be taken in any one day. Leave will not be granted until the employee has used all available vacation leave, personal days and floating holidays.

Before arranging attendance at the school conference or activity, an employee must provide SYCAMORE PARK DISTRICT with a written request for leave at least seven (7) days in advance of the requested time off. In an emergency, the employee may give twenty-four (24) hours notice. In addition, the employee must consult with his or her immediate supervisor to schedule the leave so as not to disrupt operations unduly.

School visitation leave shall be unpaid. An employee may choose, however, to make up the time taken for school visitation leave on a different day or shift if such arrangement may reasonably be provided by SYCAMORE PARK DISTRICT. If the employee chooses not to make up the time taken, or an arrangement to make up such time cannot be made, they will not be compensated for the leave taken.

Upon completion of a school visitation, the employee may be required to produce documentation of their visit from the school administrator and submit such documentation to SYCAMORE PARK DISTRICT.

**Failure to submit the documentation upon request to SYCAMORE PARK DISTRICT within two (2) working days of the employee's school visit may be cause for disciplinary action.**

Adopted on:

Revised on: November 2021