Employees who have children in primary or secondary school may take up to 16 hours of time off for school activities per calendar year.

Employees must request time off for a child’s school activity in writing at least seven days in advance. In the event of an emergency school meeting, at least 24 hours’ notice is required if possible.

The time off will be given in increments of no less than one hour and no more than four hours. Employees are not required to make up lost time. An employee may be requested to provide documentation for the time off for school activities.

Nonexempt employees may take unpaid leave or used paid leave to cover absences for school activities. The company’s policy on partial day absences and use of paid leave applies to absences by exempt employees for time off for school activities.