

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Benefits
Section 407 – Child Involvement Leave

1. General Information

The Partnership for Children of Cumberland County, Inc. (PFC) provides child involvement leave in an effort to promote employees' involvement in child education and support to schools.

2. Policies

- a. PFC provides eight hours of paid leave per calendar year (January 1) to any regular full-time employee:
 - who is a parent, guardian or person standing in the place of a parent of a school-aged child to attend or otherwise be involved at that child's school;
 - or, without regard to parental status, to perform school-approved volunteer work.
- b. PFC provides four hours of unpaid leave per calendar year (January 1) to any regular part-time employee:
 - who is a parent, guardian or person standing in the place of a parent of a school-aged child to attend or otherwise be involved at that child's school;
 - or, without regard to parental status, to perform school-approved volunteer work.
- c. PFC will not discharge, demote, or otherwise take an adverse employment action against an employee who requests or takes leave under this policy.

3. Enforcement

- a. "School," in this policy, means any (i) public school k-12, (ii) private church school, church or religious charter, or nonpublic school k-12, (iii) preschool, and (iv) child care facility.
- b. The leave must have a supervisor's prior approval and should be at a mutually agreed upon time between the supervisor and the employee.
- c. The supervisor may require that the employee furnish written verification from the school that the employee attended or was otherwise involved at that school during the time of the leave.
- d. Unused hours at the end of any calendar year or in the event of termination will not be rolled over or paid to the employee.