



**STATE OF HAWAII
DEPARTMENT OF HUMAN RESOURCES
DEVELOPMENT
POLICIES AND PROCEDURES**

POLICY NO. 501.004 ERD/LRO	NO. of PAGES 3
EFF. DATE 12/3/03	REV.NO./Date

TITLE:

**PARENT-TEACHER CONFERENCE
LEAVE WITH PAY**

APPROVED:

Kathleen N. A. Watanabe, Director

I. POLICY

State employees shall be eligible for at least two hours of paid leave during normal business hours for each mutually-scheduled parent-teacher conference for the employee’s minor child or a mutually-scheduled parent-caregiver conference for a pre-school aged child attending a licensed group child care center to discuss the child’s progress and development. The number of mutually-scheduled parent-teacher conferences or mutually-scheduled parent-caregiver conferences allowed shall not exceed two conferences per child in a calendar year.

II. RATIONALE

This policy promotes parental involvement in the lives of children by permitting employees with the opportunity to more actively participate in their children’s educational progress while fostering family and child development.

III. DEFINITIONS

“Child” means an employee’s natural child, legally adopted child, or child for which the employee is legally responsible. The child must be a minor.

“Licensed group child care center” means a facility other than a private home at which care is provided as defined under §346-151, HRS.

IV. SCOPE

All employees of the executive branch except for State employees of the department of education, board of regent employees of the University of Hawai`i, and employees of Hawai`i Health Systems Corporation.

The department of education shall develop guidelines to administer this program for its State employees. The University of Hawai`i shall develop guidelines to apply to its employees hired by the board of regents.

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V. GENERAL PROVISIONS

Department heads may grant paid leave to an employee provided that:

- A. The absence of the employee does not adversely interfere with the operations of the work unit;
- B. The granting of such leave shall not incur additional human resource or overtime costs;
- C. The granting of such leave shall be to an employee who attends a parent-teacher conference during the employee's regular work hours and physically reports to work on the day of the scheduled parent-teacher conference; and
- D. The conference is a mutually scheduled meeting between the employee and the child's teacher or caregiver to review the child's progress and development. This leave shall not apply to parental participation or assistance in extra-curricular school activities such as orientation sessions, special activities such as Christmas programs and May Day programs, or excursions.

VI. GUIDELINES

- A. An employee shall give reasonable notice to the employee's immediate supervisor regarding any scheduled conference to ensure the continuance of normal operations.
- B. An employee shall be informed, in advance, of the need to present written documentation of attendance at the scheduled conference.
- C. Both employee-parents may attend the same scheduled conference for their child.
- D. Reasonable travel time to attend scheduled conferences shall be included as part of the time permitted for the conference.
- E. The two permitted leaves per calendar year may not be combined for one parent-teacher conference for a child.
- F. The purpose of this leave is to provide an employee time off from work to attend a parent-teacher/caregiver conference and reasonable

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travel time. An employee is expected to return to work at the end of the conference unless the conference continues to or beyond the end of the employee's normal work day.

- G. For accuracy in recordkeeping, the following shall apply:
1. A Form G-1, *Application for Leave of Absence*, shall be submitted for approval the same as all other types of leave requests.
 2. When entering the leave on the Form 7, write PTC to indicate the type of leave being granted.
- H. To measure the effectiveness of this program, departments shall keep accurate records of the number of administrative leaves granted under this program and the number of employees who were granted such leaves for each fiscal year. A summary report (Attachment 1) is to be submitted by July 15 annually to the Department of Human Resources Development, Employee Relations Division/Labor Relations Office.

VII. BACKGROUND

This Policy & Procedure (P&P) implements Act 108, SLH 2003, Relating to Employment. The P&P incorporates the general provisions and procedures previously used to administer Administrative Directive No. 93-02, Administrative Time Off to Attend Parent Teacher Conferences.

VIII. AUTHORITY

Act 108, SLH 2003, Relating to Employment.

IX. ATTACHMENT

Attachment: Parent-Teacher Conferences Annual Report