

Illinois School Visitation Rights Act Guidelines for Employees

This act allows employees leave of absence (time off) to attend school conferences or classroom activities of their children when such activities cannot be rescheduled during non-work hours. The leave permitted under this act is not required to be paid time.

Eligibility

- Employee must be employed at least six (6) months and employed at least part-time.

Duration

- Up to eight (8) hours during any school year; no more than four (4) hours may be taken on any given day.

Guidelines

- Cannot be taken unless all accrued time-off, with the exception of sick and disability leaves, has been exhausted. This includes accrued vacation and personal leave.
- The leave (time off) will be unpaid.
- Employee benefits will continue during the leave.

Procedure

- Provide written request for leave at least seven (7) days in advance of the time being requested. In an emergency situation, 24 hours notice is required.
- Upon completion of school visitation rights, the school administrator shall provide documentation of the school visitation. The employee will be required to submit such verification to the manager within two working days of the school visitation.
- Failure to complete any of the necessary notification may result in disciplinary procedures.

For questions regarding the Illinois School Visitation Act, contact the Benefits Department at ext. 28232.