

Absences & Leaves

Leave to Participate in School Activities

SCOE allows employees who are parents, guardians, or grandparents with custody of one or more children in grade K-12 schools or licensed day care facilities to take time off from work to participate in school or day care activities. Employees are eligible for up to 40 hours off per year for this purpose, but may not exceed 8 hours of time off in any one calendar month. Prior to taking time off to attend school functions or participate in school activities, employees must give their supervisor reasonable notice of the planned absence.

Employees participating in school activities may use accrued vacation, personal necessity leave, or compensatory time off for the planned absence, unless otherwise specified by their collective bargaining agreement. With prior supervisor approval, employees may also request time off without pay for this purpose.

Requests for leave to participate in school activities should be submitted via Aesop by calling 1 (800) 942-3767 or online at www.aesoponline.com. Please indicate the reason for your leave request in the “Notes to Administrator” section. You may be asked to provide documentation from the school or licensed day care facility as proof that you participated in an activity at a specific date and time.

If both parents of a child are employed by SCOE, time off will be given to the parent who gives first notice of the planned absence. The other parent may take a planned absence simultaneously only with the approval of the County Superintendent.