



SUBJECT:	School Conference and Activities Leave
POLICY NO:	IV:30A
APPLICABLE TO:	Exempt Employees
PAGE NO:	1 of 1
EFFECTIVE DATE:	August 1, 1992
REVISION DATE:	August 1, 2018 (due to name change)

I. POLICY:

Minnesota Statute 181.9412 states that an employer must grant up to 16 hours of leave per child during any 12-month period to attend school conferences or school-related activities relating to the employee's child, provided the conferences or school-related activities cannot be scheduled during non-work hours. Therefore, it is the policy of the Hennepin Healthcare Research Institute (HHRI) to adhere to the Minnesota Statute.

If an employee's child receives child care services or attends a pre-kindergarten regular or special education program, the employee may use leave time to attend a conference or activity related to the employee's child, or to observe and monitor the services or program, provided the conference, activity, or observation cannot be scheduled during non-work hours.

II. PROCEDURE FOR EXEMPT EMPLOYEES:

- A. The employee must provide a minimum of one week's notice of the leave and make reasonable effort to schedule the leave so as not to disturb the operations of HHRI.
- B. The 12-month period to be used for record keeping will be from September 1 to August 31.
- C. The leave is paid for exempt employees.
- D. This time should be recorded on the employee's online timesheet via the HR/Payroll/Time Reporting system using the pay code "Other" and providing a comment of "School Conference".