



SUBJECT:	School Conference and Activities Leave
POLICY NO:	IV:30B
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 unpaid 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 NON-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. A non-exempt employee may use accrued vacation for any part of the leave, or take the time as unpaid.
- D. This time should be recorded appropriately on the employee's online timesheet via the HR/Payroll/Time Reporting system. If using vacation, record the in and out times for the School Conference and use the pay code of "Vacation" and note "School Conference" in the comment section. If using unpaid time, record the in and out times for the School Conference and use the pay code of "Unpaid" and note "School Conference" in the comment section.