



School Conferences and Activities Leave Policy

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SECTION I. PURPOSE

The University of St. Thomas provides parents with unpaid leave to attend school conferences and activities in accordance with this policy and applicable laws.

SECTION II. SCOPE AND APPLICABILITY

All employees, including regular full-time and part-time hourly and salaried employees, term appointments, temporary, on-call and student workers are eligible for school conference and activity leave. Union employees should refer to their collective bargaining agreement for specifics.

SECTION III. GUIDELINES

Eligible employees may request unpaid leave of up to 16 hours per year to attend a child's school conferences or school-related activities that cannot be scheduled during non-work hours. This time may also be used by the employees to observe or monitor a child's childcare services or attend pre-kindergarten conferences or other activities related to the employees' children if such activities cannot be scheduled during non-work hours.

The employee must notify the supervisor prior to taking time off, preferably two weeks in advance.

In lieu of unpaid time, the employee may use available vacation or PLT (Paid Leave Time) for this absence.

For questions, contact the [Benefits Office](#) at benefits@stthomas.edu or 651-962-6520.