



# PARENTAL INVOLVEMENT LEAVE

## Request Form

Employee Name: \_\_\_\_\_ Employee #: \_\_\_\_\_  
Department: \_\_\_\_\_ Dept Number: \_\_\_\_\_  
Date of Leave Requested: \_\_\_\_\_  
School: \_\_\_\_\_  
# of Hours Requesting: \_\_\_\_\_ # of Hours Used: \_\_\_\_\_ # of Hours Remaining: \_\_\_\_\_

**Lincoln County Personnel Policy 7.21 Leave for Parental Involvement in Schools:**  
Employees shall be granted eight (8) hours of leave per school year to attend or otherwise be involved at their child's school in accordance with N.C.G.S. § 95-28.3. This includes any employee who is a parent, grandparent, guardian, or person standing in loco parentis of a school-aged child. Any leave under this section is subject to the following conditions: • The leave shall be at a mutually agreed upon time between the supervisor and the employee. • The employees must provide a request for Parental Involvement at least 48 hours before the time desired for the leave. • Supervisors shall require that the employee furnish written verification from the child's school that the employee was involved at that school during the time of the leave. For the purpose of this section, "school" means any public school, private church school, or nonpublic school that regularly provides a course of grade school instruction, preschool, or child care facility. These donated hours do not accumulate and unused hours will not carry over from year to year. There is no entitlement for this additional benefit during employment or in the event the employee leaves employment with the County.

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Department Signature: \_\_\_\_\_ Date : \_\_\_\_\_

The Request Form and the Parental Involvement Verification Form shall be attached to the time sheet. If Verification is not completed your leave request will be denied.