

SCHOOL VISITATION LEAVE

RAILS recognizes that it benefits the parent/legal guardian, the children and the community when a parent/legal guardian is able to take time off from work to attend school conferences or classroom activities of their children/dependents when such activities cannot be scheduled during nonworking hours. In accordance with the School Visitation Rights Act (820 ILCS 147), RAILS grants regular full-time and regular part-time employees who have been employed for at least six (6) months up to eight (8) hours of unpaid leave during any school year (August through July). Employees may use any available vacation/personal time for absences under this policy.

Notification Period

When possible, an employee must notify their immediate supervisor 3 days before taking this leave. Employees requesting this type of leave may be asked to provide supporting documentation from their child(ren)'s school administrator to the Human Resources department.