



**STATE OF HAWAII  
DEPARTMENT OF HUMAN RESOURCES  
DEVELOPMENT  
POLICIES AND PROCEDURES**

POLICY NO. 501.004 ERD/PTO	NO. of PAGES 3 1 Attachment
EFF. DATE 12/03/03	REV. NO./Date Rev. No. 2 04/13/12

TITLE: <b>PARENT-TEACHER CONFERENCE LEAVE</b>	APPROVED:  Barbara A. Krieg, Interim Director
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**I. POLICY**

As required by law, departments shall allow up to two (2) hours of paid leave during normal business hours twice per calendar year (per eligible child) for employees to attend parent-teacher conferences.

**II. RATIONALE**

This policy promotes parental involvement in the lives of children by permitting employees with the opportunity to more actively participate in their children's academic and overall educational progress while fostering child and family development.

**III. DEFINITIONS**

"Child" means an individual who is a biological, adopted, hanai, or foster son or daughter; a stepchild; or a legal ward of an employee.

"Department" means any employing agency, department, or office within the State of Hawaii's executive branch.

"Employee" means any person holding a position in the service of the State as defined in §76-11, HRS.

"Licensed group child care center" means, as defined under §346-151, HRS, a licensed facility other than a private home, at which care is provided.

**IV. SCOPE**

This policy applies to all employees in the executive branch under the jurisdiction of the Department of Human Resources Development.

**V. PARENT-TEACHER CONFERENCE LEAVE REQUIREMENTS**

- A. A department shall grant an eligible employee up to two (2) hours of paid leave during normal business hours, up to twice in a calendar year, for each eligible child, provided that:

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1. The express purpose of the leave is to attend a parent-teacher conference during the employee's normal work day, including reasonable travel time;
  2. The parent-teacher conference is for a child attending a public or private school in grades kindergarten through twelve (12) or a pre-school aged child attending a licensed group child care center;
  3. The employee gives reasonable notice to his/her department regarding any scheduled parent-teacher conference to ensure the continuance of normal operations;
  4. The employee reported to work the day of the parent-teacher conference;
  5. The granting of such leave shall not incur additional human resources or overtime costs; and
  6. The leave shall not apply to parental participation or assistance in extra-curricular school activities such as excursions, orientations, festivities, or other special activities.
- B. A department shall charge an employee any work time in excess of two (2) hours devoted to a parent-teacher conference (including reasonable travel time) to other appropriate leaves.
- C. An employee shall return to work at the end of a parent-teacher conference unless:
1. The parent-teacher conference continues to or extends beyond the end of the employee's normal work day; or
  2. The employee uses other appropriate leaves as approved by his/her department.
- D. Both employee-parents may attend the same scheduled parent-teacher conference for their child.
- E. The two (2) permitted paid leaves per calendar year may not be combined for one parent-teacher conference for a child.

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### VI. PARENT-TEACHER CONFERENCE LEAVE PROCEDURES

- A. An employee requesting parent-teacher conference leave shall complete a Form G-1 and a HRD Form PTC-1 and immediately submit both documents per applicable departmental practices and procedures for requesting leave.
- B. A department receiving a parent-teacher conference leave request shall:
  - 1. Review the requesting employee's Form G-1 and HRD Form PTC-1 to ensure compliance with subsection VI.A. above; and
  - 2. Record parent-teacher conference leave on the State DHRD Form 7, *Attendance and Leave Record* by indicating "PTC" as the appropriate code.

### VII. AUTHORITY

Section 78-31, HRS, Paid leave, education of children.

### VIII. ATTACHMENT

Application for Parent-Teacher Conference Leave, HRD Form PTC-1