

Required Time Off Type	Description	Pay Status and Notification Requirements
School Activities for an Employee's Children	Time off for an employee to attend his/her children's school conferences or school-related activities and certain activities related to child care services, pre-kindergarten or special education programs that cannot be scheduled during non-working hours. Activities are broadly interpreted and are for children through the twelfth grade.	Up to 16 hours of time off with pay each calendar year for school activities (per employee; not per child.) Employees should notify their supervisor in advance, if possible.