

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 317a

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SCHOOL VISITATION*

Reviewed and
Updated 8/06

ALA provides employees time-off during the school year for parents and guardians to attend necessary educational conferences or activities at their children's school if they are unable to meet with educators because of a work conflict.

ALA provides eligible employees leave of up to eight hours during the school year, and no more than four hours of which may be taken on the same day, to attend or participate in any school conferences or activities, if the conferences or activities cannot be scheduled during non-work hours. An eligible employee is defined as an employee who has worked for ALA for at least six months and works at least 17 hours per week.

An employee may not take school visitation leave unless the employee has

Attachment A

Request for School Visitation Leave