

Human Resources Department

## RCUH Administrative Leave for Parent-Teacher Conference Request Form

Employee Name: \_\_\_\_\_ RCUH Employee ID #: \_\_\_\_\_

Position Title: \_\_\_\_\_ Project Name: \_\_\_\_\_

*Policy 3.678 RCUH Administrative leave to attend mutually scheduled parent-teacher conferences allows for up to two (2) hours of administrative paid leave during normal work hours for up to two (2) conferences per child during the calendar year (January – December). The administrative leave for parent-teacher conference must be requested in advance of the leave and recorded on your timesheet with earnings code "LPT" on the "Paid Leave" column. The approved and completed administrative leave for parent-teacher conference form is to be attached to your timesheet and submitted to your Principal Investigator.*

### Parent-Teacher Conference Appointment Information:

Which conference will you be attending for this child:  1<sup>st</sup>  2<sup>nd</sup>

Total Hours Requested: \_\_\_\_\_

Date: \_\_\_\_\_ Start-End Time: \_\_\_\_\_

School Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Grade Level: \_\_\_\_\_

Employee's Relationship to Student:  Parent  Legal Guardian

**Please attach a copy of the written notice from your child's school of the scheduled conference.**

I certify by signing below that the above information is true and accurate.

Signature of Employee: \_\_\_\_\_

Date: / /

### Principal Investigator / Supervisor Determination:

Approved

Disapproved – REASON: \_\_\_\_\_

Principal Investigator/Designee Signature: \_\_\_\_\_

Date: / /

### Confirmation of Attendance:

Teacher's Name: \_\_\_\_\_

Teacher's Contact Email/Phone #: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Date: / /