

# School conference and activities leave

Minnesota's School Conference and Activities Leave law allows eligible employees up to 16 hours of unpaid leave from work to attend their child's school conferences and activities each year and for each child (see Minnesota Statutes 181.9412).



## Which employees are eligible?

To be eligible for this leave, the employee must work at least half of what the employer considers to be a full-time schedule.

## Who is considered a child?

"Child" includes any child of the employee, whether biological, adopted or foster, who is younger than 18 or who is younger than 20 and is still attending secondary school. Eligible employees can receive up to 16 hours for each child.



## Employees get 16 hours each school year?

An employee must be granted up to 16 leave hours for each child during any 12-month period. This is sometimes referred to as a 12-month, rolling calendar.

## Can an employee choose to use vacation time for school activities leave?

The employee may choose to use available vacation or paid-time-off (PTO) leave, but the employer cannot require it.

## What is considered a school activity?

Leave can be used to attend school conferences and school-related activities that cannot be scheduled during non-work hours.

## Are toddler-age child care, special education programs or pre-kindergarten children included?

Yes, school activities leave may be used to attend a conference or activity related to an employee's child who is too young for primary school or attends special education programs.

## Is advance notice required?

When possible, the employee must provide reasonable advance notice before the leave and make a reasonable effort to schedule the leave when it will not unduly disrupt the operations of the employer.



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Notice: This flyer is a brief summary of Minnesota law. It is intended as a guide and is not to be considered a substitute for Minnesota Statutes regarding parental leave.

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