**Section 420.750 School Visitation Leave**

Pursuant to the School Visitation Rights Act [820 ILCS 147], an employee with no other available Personal Leave, Vacation Leave, Compensatory Time, or Holiday Compensatory Time shall be granted up to 8 hours of time off without loss of pay or benefits during the school year to visit a dependent child's school for parent-teacher meetings or at the special request of the school authorities. Except in documented extenuating circumstances, an employee must request the time off at least 3 working days in advance. The employee must provide documentation from school authorities indicating the leave time was used for the purpose intended.

(Source: Added at 36 Ill. Reg. 12125, effective July 16, 2012)