

PUTTING EDUCATION FIRST PROGRAM

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EDUCATION LEAVE POLICY

The City of Indianapolis and Marion County recognize that parental involvement is vital to our children's education. The City of Indianapolis and Marion County further recognize that city and county employees can make significant contributions to education. Accordingly, the City of Indianapolis and Marion County adopt the following "Education Leave Policy" for the benefit of their employees and the schools of Indianapolis and Marion County:

1. Each employee of the City and County (except police officers, firefighters, or sheriffs deputies who are not eligible under current City ordinance) is eligible for up to sixteen (16) hours of paid education leave per year to voluntarily participate in activities for the benefit of a public school, school corporation, or other school exempt from federal income taxation under Section 501 (c) (3) of the Internal Revenue Code, which is located in Marion County, Indiana, and which is a pre-school, elementary school, middle school or high school. To receive this leave (which must be taken in increments of two (2) hours or more), an employee must complete a leave request form that includes the following information: date, time, number of hours, school, name and phone number of a contact at the school, and a description of the activity.

2. An employee shall submit the leave request form at least seven (7) days before the date the leave is to be used. A supervisor may approve the leave request if the employee's absence will not adversely impact the ability of the work unit to accomplish its mission and if no temporary hours or overtime is necessary to compensate for the Education Leave time. An employee may take no more than eight (8) hours of education leave during the months of January through June each year, and no more than eight (8) hours of education leave during the months of July through December each year.

3. Education leave may not be carried over from one semester (defined as the period of January to June or July to December each year) to another and is available only to a full-time City or County employee who has not received any written disciplinary action in the twelve (12) months preceding the request.

4. According to State law, the voluntary activities must be for the benefit of the school or school district and must not promote religion, or attempt to influence legislation, governmental policy, or elections to public office.

5. An employee will not receive pay for any Education Leave upon his/her separation from employment. An employee may not use Education Leave once he/she submits his/her resignation.