RCUH Research Corporation of the University of Hawai'i

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: ☐ 1st ☐ 2nd

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:** / /