

School Visitation Rights Factsheet

- This Act was signed into law by Governor Edgar on December 12, 1992, and became effective July 1, 1993. The law provides for the granting of leave for employees to attend school conferences or classroom activities of their children when such activities cannot be rescheduled during non-work hours.
- This act applies solely to public and private employers with fifty (50) or more individuals in Illinois.
- The employee must have been employed at least six (6) months and have been employed at least half-time.
- The employee can be granted up to eight (8) hours during any school year; no more than four (4) hours may be taken at any one-day.
- This time can only be taken if the employee has exhausted all accrued leave time, except sick leave or disability leave.
- The employee must provide the employer with a written request for leave at least 7 days in advance. In an emergency situation 24 hours notice is required.
- The leave permitted under this Act is not required to be paid time.
- This Act required the State Superintendent of Education to notify the schools, the schools to notify the parents and the Department of Labor to notify all employers.
- The school administrator shall provide the employees with documentation of the school visitation. The State Superintendent of Education and the Director of IDOL must develop the form. [Click here to complete a School Visitation Leave Form.](#)