



Policy and Procedures Manual

Application: All Full Time Personnel

Section A 3.4.2 Children in the Workplace

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Employees must obtain prior approval from their supervisor before bringing children to the workplace. With this approval, an employee may bring a minor to work in instances of personal necessity or unforeseen family emergency; however, this must not serve as a substitute for childcare. The presence of the child(ren) must not cause significant disruption to the working environment for the employee or others.

All employees are expected to make appropriate childcare arrangements and to request appropriate leave to address emergency childcare needs. Employees should use vacation leave, sick leave, or other appropriate leave accruals to cover caring for an ill child or for any other time taken from work for child related reasons.