

Bringing Children to Work

Last Revised: 05 June 2009

Refer Questions To: Compliance Manager, Administration & Operations

Scope

These guidelines apply to teachers, staff, and others working in the Clerc Center, including, but not limited to volunteers, interns, practicum students, and University students.

Guidelines

Rationale

Employees are not permitted to bring their children to work or use the workplace as an alternative to regular child care during their regularly scheduled working hours for the following reasons:

- Potential for interruption of work
- Health and safety issues of the child and/or others at the workplace
- Liability to the Clerc Center

The Clerc Center understands that brief and infrequent visits by children of its employees occur for a variety of reasons and families may be impacted with emergencies. Employees should follow the guidelines and procedures for requesting annual, sick, or personal leave or leave without pay to care for their children.

Acceptable activities:

- Participation in organized and approved educational events that permit children to observe and/or participate in parents' work activities (e.g., Bring Your Child to Work Day)
- After-school and weekend events such as sporting, theater, and family activities designed to foster family involvement

Approved by: Senior Leadership Team (SLT)