

Foster Parent Training Leave

I. Purpose

The purpose of this policy is to establish the criteria and process regarding foster parent training leave for employees at DSCC.

II. Scope

This policy applies to all full-time employees.

III. Policy

I. Foster Parent Training Leave

- A. Each employee may participate one time in initial Tennessee foster parent training for up to twenty-five (25) hours without having to use paid sick, annual, or compensatory time.
- B. In each year thereafter, an employee may participate in foster parent training for up to eight (8) hours without having to use paid sick, annual, or compensatory time.
- C. The following process will be used to request and document leave.
 - 1. Employees will be granted paid administrative leave for time taken for approved foster parent training occurring during their normal schedule of work.
 - 2. Employees must give reasonable notice of their request for foster parent training leave in advance.
- D. Employees should request the Tennessee Department of Children's Services to submit the completed official documentation of foster parent training to their College Human Resource Office. The official documentation must be received by the college for approval of paid foster training leave.

IV. Compliance

All administrative staff responsible for writing and maintaining DSCC policies must adhere to this policy. Persons found to be in violation of this policy will have their names reported to the President of the college.

V. Definitions

None

VI. Revision History

TBR adopted this as a new policy December 10, 2024. DSCC policy written August 2025; reviewed and approved by Administrative Council on October 30, 2025.