



EMPLOYEE RELATIONS BULLETIN

October 16, 1995

To: Department Management Representatives

Subject: SCHOOL ACTIVITY LEAVE EFFECTIVE JANUARY 1, 1995

Amendments to the "Family School Partnership Act" which took effect on January 1, 1995 allow both full-time and part-time employees to take off up to 40 hours annually to participate in their children's school activities. An employee who is a parent, guardian, or grandparent with custody of a child in kindergarten through grade 12 is eligible for leave.

Regardless of the number of children in the family, employees can take off up to 40 hours per school year, but not more than eight hours in any given month of the school year. Employees are required to use vacation, compensatory time off, or time off without pay.

Employees are required to give their supervisors reasonable advance notice of anticipated absences for school activities. If both parents work for the same supervisor, the parent who gives notice first is the one entitled to the leave, unless the supervisor approves time off for both parents.

Supervisors may request that the employee provide documentation from the school verifying participation in activities on a particular date and time. It's up to the school to decide the exact form of the written verification.

Reference: California Labor Code Section 230.8

4sr0181