

DIVISION: <b>Administration/Human Resources</b>	
SUBJECT: <b>School and Child Care Related Absences</b>	Page 1 of 2
Policy Number:	Supersedes: <b>NONE</b>
Effective Date: <b>01/01/16</b>	Previously Issued: <b>09/09/09</b>

## 1. STATEMENT OF POLICY<sup>1</sup>:

The University understands that many staff members are faced with balancing family demands and work obligations. To the extent reasonable and in a manner consistent with the effective and efficient operation of the University, the policy of the University is to provide eligible staff members time off from work to participate in a school or child care related activity or to address a school or child care provider emergency.

## 2. DEFINITIONS:

“Eligible Staff Member” for purposes of this policy means a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands *in loco parentis* to, a child.

“School or Child Care Related Leave” means: time off without pay for up to forty (40) hours per calendar year for the purpose of either: (1) participating in a School or Child Care Related Activity or (2) addressing a School or Child Care Provider Emergency.

“School or Child Care Related Activity” means: to find, enroll, or reenroll a child in a school or with a licensed child care provider, or to participate in activities of the school or licensed child care provider of a child, if the staff member, prior to taking the time off, gives reasonable notice of the planned absence. Time off for a School or Child Care Related Activity shall not exceed eight (8) hours in any calendar month of the year.

“School or Child Care Provider Emergency” means that a staff member’s child cannot remain in a school or with a child care provider due to one of the following:

- (1) The school or child care provider has requested that the child be picked up, or has an attendance policy, excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or child care provider;
- (2) Behavioral or discipline problems;
- (3) Closure or unexpected unavailability of the school or child care provider, excluding planned holidays;
- (4) A natural disaster, including, but not limited to, fire, earthquake, or flood.

<sup>1</sup> This policy complies with and is governed by California Labor Code, section 230.8.

**3. POLICIES/PROCEDURES:**

A. Reasons for School or Child Care Related Leave

In accordance with California law, the University provides eligible staff members time off without pay for up to forty (40) hours per calendar year to participate in a School or Child Care Related Activity or to address a School or Child Care Provider Emergency. Time off pursuant to this policy will not be counted against a staff member when assessing attendance records.

B. Restrictions

Time off under this policy is limited to forty (40) hours in any calendar year. Time off for non-emergency School or Child Care Provider Activities shall not exceed eight (8) hours in any calendar month.

C. Notice Requirement

A staff member wishing to take time off under this policy must provide his/her supervisor with notice of the absence. Staff members requesting planned leaves for School or Child Care Related Activities must provide advance notice in writing.

D. Written Verification

The University reserves the right to request that the staff member furnish written verification from the school or daycare facility as proof that the staff member participated in school or daycare activities on the specific date and at a particular time. Failure to provide written verification is grounds for disciplinary action up to, and including, dismissal from the University.

E. Use of Vacation Time During School or Child Care Related Leave

A staff member must use accrued vacation time off for purposes of an absence under this policy.