

City of Mission Viejo

Personnel Policy

Subject: TIME OFF FOR SCHOOL ACTIVITIES

Statement of Intent:

To establish policy and procedures to comply with the Family-School Partnership Act and to facilitate the participation of employees in the early education and school activities of the children/grandchildren in their legal custody.

Background:

The Family-School Partnership Act (Labor Code section 230.8) was enacted in 1995 and provisions were expanded in 1997. This California law allows parents, grandparents, and guardians to take time off from work to participate in their children's school or child care activities.

Policy:

1. Eligible employees including a parent, guardian, or grandparent who has legal custody of a child enrolled in a California public or private school, kindergarten through grade twelve, or licensed day care facility, are allowed to take off up to forty (40) hours each calendar year (but no more than eight (8) hours in any calendar month) to participate in activities at the child's school or day care facility.
2. Part-time employees are allowed a proportionate number of hours. For example, employees that work twenty (20) hours per week may take up to twenty (20) hours each calendar year.
3. An eligible activity is defined as any activity that is sponsored, supervised, or approved by the child's school, school board, or child care facility. Covered activities may include, but are not limited to, volunteering in the classroom; participating in parent-teacher conferences; attending Back-to-School Night, Open House, field trips, or extracurricular sporting events sponsored by the school, school board, or child care facility; and assisting in community service learning activities.
4. An employee must use comprehensive annual leave, compensatory time off, or floating holiday leave to attend these activities. If accrued paid leave is not available, an employee may use leave without pay.
5. An employee requesting to take time off under this policy must provide reasonable notice of the planned absence to their immediate supervisor. A supervisor may request the employee re-schedule the activity if possible, but the supervisor may not deny a request unless the employee has exceeded the number of hours allowed per month or per year. Nothing in this policy is intended to restrict a supervisor from approving additional time over the required hours if the supervisor determines it will not impact the operations of the department.
6. Verification of the employee's participation in the activity may be required. The employee's supervisor shall inform the employee of any documentation requirement at the time of leave approval.

7. The employee and the employee's supervisor will be responsible for monitoring the employee's total hours used (both monthly and yearly) under this policy.

Administration:

In accordance with City of Mission Viejo Municipal Code chapter 2.60 "Personnel System", this Personnel Policy is deemed to have a direct financial impact on the City. City Council approval is required prior to initial implementation and for any subsequent amendments.

Implemented: By City Council – August 15, 2011 – Resolution No. 11-XX.