



employee relations **BULLETIN**

August 3, 2018
(Supersedes ER Bulletin dated January 1, 1995)

**To: Heads of All City Departments (including DWP)
Departmental Personnel Directors**

Subject: SCHOOL ACTIVITY LEAVE

This is a reminder that amendments to the “Family School Partnership Act” that took effect on October 11, 2015, allow both full-time and part-time employees to take off up to 40 hours annually to participate in child-related activities for their own child, regardless of the number of children in the family. An employee who is a parent, guardian, step-parent, foster parent, grandparent of, or a person who stands *in loco parentis* to a child of the age to attend kindergarten through grade 12, or a licensed child care provider, is eligible for leave. Employees are required to use vacation, compensatory time off, or time off without pay for this leave. Child-related activities include the following:

- (A) Finding, enrolling, or re-enrolling their child in a school or with a licensed child care provider, or participation in activities of the school or licensed child care provider. Not more than eight (8) hours in any given month may be used under these circumstances.
- (B) To address a school or child care provider emergency, if the employee gives notice. A school or child care provider emergency includes the following:
 - (1) The school or child care provider has requested that the child be picked up due to an attendance policy that prohibits the child from attending, excluding planned holidays.
 - (2) Behavioral problems.
 - (3) Closure or unexpected unavailability of the school or child care provider, excluding planned holidays.
 - (4) A natural disaster.

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Employees are required to provide their supervisors reasonable advance notice of anticipated absences for child-related 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 or licensed child care provider verifying participation in activities on a particular date and time. The school or licensed child care provider determines the appropriate and reasonable form of the written verification.

No employee shall be discharged, threatened with discharge, demoted, suspended, or in any other manner discriminated against in terms of conditions of employment due to their time off to participate in their child's school or child care provider activity.

Any questions regarding this matter should be directed to the Employee Relations Division at (213) 978-7676.

c: Recognized Employee Organizations