

**CITY OF REDDING**  
**Personnel Policies and Procedures Manual**

Section: Miscellaneous

Subject: Employee Time Off to Participate in Children's School Activities

Personnel Director: *S. Demargd*

Date: 1/19/17

City Manager: *[Signature]*

Date: 1/25/17

City Council Resolution No. (if applicable): N/A

Effective Date: 5/8/95

**Purpose**

The Governor signed Senate Bill (SB 579) that modifies Labor Code section 230.8, effective January 1, 2016, related to Child-Related Activities, which were first signed into law January 1, 1995. The law outlines the rights and responsibilities for both employers and employees regarding time off to participate in children's school activities or to participate in the activity of a licensed child care facility, to include finding, enrolling, or reenrolling a child. In addition, the law also includes leave to address a child care provider or school emergency, including a request that the child be picked up from school/child care, behavioral or discipline problems, closure or unexpected unavailability of the school (excluding planned holidays), or a natural disaster.

The elements of the law are as follows:

Eligibility

Any employee, regardless of status, who is a parent, guardian, stepparent, foster parent, or grandparent with custody of a child in kindergarten through grade 12 or a child attending a licensed child care facility. This includes a person who stands *in loco parentis* (in place of a parent) to a child.

Maximum Time Off

Up to forty (40) hours per year, but not more than eight (8) hours in any calendar month. Forty (40) hours is the maximum time off allowed under this law, regardless of the number of children.

If both parents work for the City, the parent who gives notice first is the one entitled to the leave, unless the City approves time off for both employees.

Advance Notice

Employees are required to provide reasonable advance notice of anticipated leave, or as soon as possible in the case of unanticipated emergencies.

Type of Leave

Upon supervisory approval, employees may use any type of accumulated leave, with the exception of sick leave. The law says leave without pay may be used. Employees who use leave without pay may

lose eligibility for certain benefits and should consult the Personnel Department.

Documentation

The City may request documentation from the school or child care facility verifying participation in activities on a particular date and time. It is up to the school or child care facility to decide to exact form of written verification.

The City is prohibited from discharging, demoting, discriminating, or retaliating against an employee who takes advantage of this leave law.