

HARBOR-UCLA MEDICAL CENTER

SUBJECT: THE FAMILY SCHOOL PARTNERSHIP ACT

POLICY NO. 229

**PURPOSE:**

To provide guidance on the implementation of the Family School Partnership Act.

**POLICY:**

The Family School Partnership Act permits any employee who is a parent, guardian or grandparent having custody of one or more children enrolled in school, kindergarten through twelfth grade, a licensed day care facility, or in a child care or preschool program serving children under five years of age, to use existing vacation, personal leave or compensatory time off, for planned absences so that the employee can participate in the school/day care activities of their children. Employees may also use leave without pay for such absences. Such absences are not to exceed eight hours per month or forty hours per year.

**GUIDELINES:**

**A. Reasonable Notice**

Workforce members are required to provide their supervisor with a notice of their intent to participate in their child’s school activities. If both parents are County workforce members, located at the same worksite, the parent who submits their time off request first will be granted the time off. The other parent, with approval from their supervisor, may also be granted time off to participate in the child’s school activities.

**B. Type of Leave**

Workforce members may use accrued vacation, elective leave, non-elective leave, personal leave, or compensatory time off to participate in the school or child day care program activities of their children. Workforce members may not use sick leave for this purpose.

**C. Leave Without Pay**

In the event that a workforce member has exhausted all paid leave, the workforce member may use leave without pay for the purpose of participating in their child’s school activities provided that this practice is consistent with similar policies within the department.

**EFFECTIVE DATE: 10/30/96**

**SUPERSEDES:**

**REVISED: 05/98, 10/04, 08/06, 08/10, 02/14, 06/17**

**REVIEWED: 08/97, 05/98, 02/02, 08/06, 08/10, 02/14, 06/17**

**REVIEWED COMMITTEE: N/A**

**APPROVED BY:**

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**Kim McKenzie, RN, MSN, CPHQ**  
Chief Executive Officer

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**Anish Mahajan, MD**  
Chief Medical Officer

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**Patricia Soltero Sanchez, RN, BSN, MAOM**  
Chief Nursing Officer

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**D. Maximum Leave**

For eligible workforce members, State law allows up to eight (8) hours per month, to a maximum of forty hours per school year.

**E. Documentation**

The department/service may require written documentation that the workforce member actually participated in the school activities. Such documentation could be a simple statement on school letterhead, flyer, and/or e-mail with a description of the school activity.

**F. Adverse Section**

Workforce members who are eligible to participate in the school/child care activities may not be discharged, threatened with discharge, demoted, suspended, or in any manner discriminated against because they have taken time off to participate in the school or day care program activities of their children in accordance with the requirements set forth by Labor Code Section 230.8, the Board's motion of 1998 and this policy.

**AUTHORITY:**

California Labor Code Section 230.8

Board of Supervisors motion

Department of Human Resources, Policies, Procedures, and Guidelines (PPG) 702, The Family School Partnership Act for County Employees