

**POLICY #3470** School and Childcare Activities Leave**EFFECTIVE DATE** 3/26/2026**VERSION # 1****APPLIES TO**

Division	Districtwide
Sub-Division	Human Resources

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
----------------	----------------------	--	---------------

1	3/26/2026	Updating and removing from Employee Handbook	Strategic Initiatives Manager
---	-----------	--	-------------------------------

PURPOSE

The District recognizes the importance of parental and guardian involvement in children’s education and care. Eligible employees are provided with unpaid, job-protected leave to participate in qualifying school and childcare activities and to address certain school-related emergencies.

ELIGIBILITY

This policy applies to employees who are parents, guardians, stepparents, foster parents, grandparents, or a person who stands in loco parentis to a child enrolled in kindergarten through grade 12, or attending a licensed childcare provider.

AMOUNT OF LEAVE

Eligible employees may take up to 40 hours per calendar year, not to exceed 8 hours in any calendar month, to participate in qualifying school or childcare activities.

If both parents/guardians are employed by the District, the first employee requesting leave will be granted the leave. The second employee may be granted leave for the same activity subject to supervisory approval.

QUALIFYING REASONS FOR LEAVE

Leave under this policy may be used for the following purposes:

- To find, enroll, or re-enroll a child in a school or with a licensed childcare provider.
- To participate in school or childcare activities, including conferences, classroom activities, field trips, or school-sponsored events.
- To address a childcare provider or school emergency, including:
 - The school or childcare provider has requested that the child be picked up, or has an attendance policy, excluding planned holidays, that prohibits the child from

Policy #3470 – School Activities Leave

- attending or requires the child to be picked up from the school or childcare provider.
- o Behavioral or discipline problems.
- o Closure or unexpected unavailability of the school or childcare provider, excluding planned holidays.
- o A natural disaster, including, but not limited to, fire, earthquake, or flood.

SCHOOL SUSPENSION LEAVE

An employee who is the parent or guardian of a child who has been suspended from school may take time off to appear at the school in connection with the suspension.

Employees should notify their supervisor as soon as reasonably possible before leaving work for this purpose. Time off for a suspension meeting does not count toward the forty (40) hour annual limit described above.

COMPENSATION

Leave under this policy is unpaid. However, the District requires employees to use available accrued vacation or personal leave during the absence. Employees who do not have accrued vacation or personal leave available will take the time off without pay.

NOTICE AND DOCUMENTATION

Employees must provide reasonable advance notice of the need for leave whenever possible. In the case of an emergency, notice must be provided as soon as practicable.

The District may require documentation from the school or licensed childcare provider verifying that the employee participated in a qualifying activity.

JOB PROTECTION

The District will not discharge, demote, suspend, or otherwise discriminate or retaliate against an employee for exercising rights under this policy and applicable law.

Authority: General Manager; Board of Directors; California Labor Code sections 230.7 and 230.8

Approved by the Board of Directors on **March 26, 2026**