
Gold Mountain Community Services District

POLICY HANDBOOK

POLICY TITLE: Time Off for Children - School Activities

POLICY NUMBER: 3470

3470.1 California Law allows a parent or guardian to take up to a total of 40 hours of time off each calendar year (but no more than 8 hours in one month) without pay to participate in their children's activities at school (grades K through 12) or licensed childcare provider. The absence is subject to all of the following conditions:

3470.1.1 Employees planning to take time off for school visitations must provide as much advance notice as possible and all requests must be approved by the employee's supervisor.

3470.1.2 If both parents are employed by the District, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her supervisor.

3470.1.3 Employees must use accrued vacation time in order to receive compensation for this time off.

3470.1.4 Employees who do not have accrued vacation time available will take the time off without pay.

3470.2 Suspension - If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In compliance with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

3470.2.1 Employees must use accrued vacation in order to receive compensation for this time off.

3470.2.2 Employees who do not have accrued vacation time or compensatory time off available will take the time off without pay.