

FAMILY SCHOOL PARTNERSHIP MEMO

Family School Partnership Memo

STAFF HUMAN RESOURCES MEMORANDUM

Information Item
Priority: Normal
No Response Required

January 4, 1996

Deans
Directors
Unit Heads

Family School Partnership Act

I am writing this memo to clarify the University's obligation to provide employees with time off pursuant to the Family Partnership Act that was chaptered in 1994. This law permits an employee to utilize specified time off from work up to 40 hours per school year to participate in school activities.

All large California employers, including the University of California and State agencies, are prohibited from discharging or discriminating against an employee for taking up to 40 hours off work each school year (but not to exceed eight hours in any calendar month) to participate in the school activities of one or more of the employee's children. An employee is eligible for time off to participate in covered activities (1) if the child is in kindergarten or grades 1 through 12 and (2) if the employee is the child's parent or guardian, or a grandparent who has custody of the child. Similar requirements existed prior to the bill's enactment; however, the University and State agencies were exempt from those requirements.

An employee wishing to take time off must give reasonable notice of the planned absence and may be requested to provide certification from the child's school. Covered activities may include, but are not limited to, PTA meetings, parent/teachers conferences, or field trips. An employee is required to use accrued vacation and/or compensatory time off. If accrued leave is not available, an employee may use leave without pay.

Employees who are discriminated against in the terms and conditions of their employment, because of time taken off pursuant to the Act, are entitled to reinstatement and reimbursement for lost wages and work benefits. The law provides that an employer who willfully refuses to rehire, promote, or otherwise restore an employee, or former employee, who is eligible for rehiring or promotion by a grievance procedure, arbitration, or legal proceeding shall be subject to civil penalties equal to three times the amount of the employee's lost wages and work benefits.

We encourage you to honor employee requests for time off to participate in school activities.

Please communicate this information to supervisors in your area. This memo will also be placed in "Announcements - Staff Human Resources" in the Staff Human Resources page on Info Slug/Gopher.

Sincerely,

Willeen McQuitta, Director
Staff Human Resources

cc: Principal Officers
Administrative Officers

UPDATE: Governor Wilson signed legislation in 1997, effective 1/1/98, extending the applicability of the Family School Partnership Act to employees who have custody of a child attending a licensed child day care facility and revising the maximum number of hours that may be taken off from 40 hours each "school year" to 40 hours each "year".