This brief is being provided to inform the Board, staff and public of the details of an agenda item that requires action from the Board. The President of the Board will provide board members, staff, and the public the opportunity to ask questions about this topic when this agenda item is announced.

**Date:**April 11, 2021

**Originator:** Cary Curtis and Kim Seney

**Purpose**: Propose Policy #3470 Time Off for Children’s School Activities

**Supporting Documents Included: Yes / No** Yes – Proposed Policy

**Desired Action by the Board:**

First reading by the board of new Policy #3470 Time Off for Children’s’ School Activities. The board may choose to waive the second reading and adopt recommendation as presented. Current policy requires a 3/5th majority affirmative vote of the entire membership of the board to adopt this policy.

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1. **Description:** This new policy is intended to provide for legally required employee time off related to School Activities. The Policy was drafted verbatim from the current CSDA Policy template.
2. **Reason for Recommended Board Action -** (*Consider compliance, cost savings, fixing a problem*): There is currently no GM CSD Policy on this topic and the Policy Committee recommends that one is adopted.

1. **Anticipated Impacts to the District (negative and/or positive) -** (*Consider financial impact, change in procedures, customer and staff communication and effect if recommendations are not adopted*):

None

1. **Anticipated Impacts to the Customer –** *Standby, Residential, Commercial***:** None
2. **Recommendation (s):** Adopt GM CSD Policy #3470Time Off for Children’s School Activities as presented below.

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.