

**HUMAN RESOURCES
POLICIES AND PROCEDURES**



Policy:	School/Childcare Provider Activity Leave Policy	
Date: January 1, 2024	Revision Date:	Approved by: Human Resources

I. POLICY STATEMENT

To the extent not already provided for under current leave policies and provisions, the Eastern Municipal Water District (EMWD) will provide employees with leave provisions as identified under the California Labor Code Section 230.8, commonly referred to as School/Childcare Provider Activity Leave, as amended.

II. ELIGIBILITY

Employees are eligible to utilize leave under this policy upon hire.

Employees may take up to forty (40) hours per calendar year of time off for activities related to school activities of their child(ren) who are of the age to attend kindergarten or grades 1 through 12.

The following activities are covered under the provisions of this policy:

- To find, enroll, or re-enroll their child(ren) in a school or with a licensed childcare provider.
- To participate in activities of the school or licensed childcare provider for their child(ren), including a play, awards ceremony, sporting event, graduation, or other related activity.
- To respond to a childcare provider or school emergency during which child(ren) can't stay in the school or daycare – such as a fire, natural disaster, or problem at the school or childcare provider.
- To attend disciplinary meetings related to a child's suspension from school.

To be eligible for leave use under this policy, the employee must provide reasonable notice of their need to take time off for this reason to their supervisor.

III. DOCUMENTATION AND LEAVE USAGE

The employee shall provide documentation from the school or licensed childcare facility as proof they participated in activities on a specific date and at a particular time upon request from their supervisor.

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Time off for this purpose may be taken up to the total number of hours the employee is normally scheduled for that workday, however in no event may leave under this provision exceed forty (40) hours in any calendar year.

Employees may utilize accrued Paid Time Off (PTO), personal leave, or compensatory time off for the purposes of leave under this policy. An employee may also utilize time off without pay for this purpose.

IV. DISCIPLINARY ACTION

Employees are generally not subject to disciplinary action for leave use. The use of leave under the provisions of this policy will not be a factor in employee performance appraisals, provided employees notify their supervisor of protected leave use in advance as far as practicable, or at the time leave is taken, and they have accrued hours available.

AUTHORIZED SIGNATURES ON FILE