

**New Workshop!**



## **Employee Attendance and Leave Management**



### **About the Workshop**

Managing employee leaves has and will continue to be challenging as changes in law and regulation require local educational agencies (LEAs) to carefully track eligibility for leave under the Family and Medical Leave Act of 1993, California Family Rights Act, Pregnancy Disability Act, local collective bargaining agreements, statutory requirements, board policies, and local practice. This workshop will provide participants with operational advice on how to effectively manage employee leaves in this era of continuing change.

Employees who are covered by more than one of these laws are entitled to the rights set out in the most protective law. Weaving in the patchwork of leave entitlements set out in collective bargaining agreements and local practices makes classifying employee leave, and tracking, difficult for many LEAs. Compliance with the law is established through utilizing tracking tools, maintaining accurate documentation, and clear written communication regarding leave entitlements.

From the larger LEA to the smaller, the management of employee attendance is an essential function of the business services and human resources departments. Due to the substantial fiscal impacts of employee leave, and its influence on operational efficiency and employee relations, it is critical that LEAs have an effective employee leave program established. This workshop will provide human resources and fiscal services with the tools they need to evaluate employee leave status, provide leave consistent with current laws and regulations, and move toward operational efficiency and best practices.

Participants will be provided with the opportunity to work in small groups to review sample collective bargaining agreements and law to analyze sample leave requests. This workshop is designed to facilitate an understanding of how to appropriately manage employee leaves.

### **Workshop Content**

- ◇ An overview of the different types of federal and state leave
- ◇ Statutory leave requirements
- ◇ Interaction between the various types of available leaves, collective bargaining agreements, and local practice
- ◇ Employee leave tracking tools
- ◇ Review of sample forms
- ◇ Leave time lines
- ◇ Leave file management
- ◇ Leave notification communication
- ◇ Roles and responsibilities of human resources and business services
- ◇ Best practices in establishing a leave program

### **Presented By**

**Danyl Conolley**, Director, Management Consulting Services

**Jamie Metcalf**, Director, Management Consulting Services

### **Dates, Locations, and Times**

**March 18, 2020**

Corona-Norco Unified School District

**March 20, 2020 - FULL**

Yolo County Office of Education

**March 24, 2020**

Madera County Office of Education

#### **Registration:**

8:30 a.m.

#### **Workshop Times:**

9:00 a.m. to 12:00 p.m.

#### **Client Workshop Fee:**

\$275 per attendee

#### **Nonclient Workshop Fee:**

\$550 per attendee

### **Workshop Registration**

Online through our website at [www.sscal.com/workshops](http://www.sscal.com/workshops)

Email a completed registration form (including purchase order or credit card) to [michelleb@sscal.com](mailto:michelleb@sscal.com)

Fax a completed registration form to (916) 245-3645

Mail a completed registration form to Michelle Berge, Event Coordinator  
School Services of California Inc.  
1121 L Street, Suite 1060  
Sacramento, CA 95814

**To bring this workshop to your agency or county office, please contact Sheila G. Vickers at (916) 446-7517 or [sheilav@sscal.com](mailto:sheilav@sscal.com).**



## Employee Attendance and Leave Management

### SCHEDULED LOCATIONS, DATES, AND TIMES:

March 18, 2020—Corona-Norco Unified School District ■ March 20, 2020 - **FULL** —Yolo County Office of Education  
 March 24, 2020—Madera County Office of Education

Registration: 8:30 a.m. ■ Program Begins: 9:00 a.m. ■ Adjourns: 12:00 p.m.

To confirm registration, please send an email to: michelleb@sscal.com

District/Organization:			Contact Person:			
Address:		City:	Zip:	Contact's Phone Number:		Extension:
Phone Number:		Fax Number:		Contact's Email Address:		

Attendee #1 Name (required):	Select Location			Attendee #3 Name (required):	Select Location		
Attendee #1 Email Address (required):	Corona-Norco	Yolo - FULL	Madera	Attendee #3 Email Address (required):	Corona-Norco	Yolo - FULL	Madera
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendee #2 Name (required):	Select Location			Attendee #4 Name (required):	Select Location		
Attendee #2 Email Address (required):	Corona-Norco	Yolo - FULL	Madera	Attendee #4 Email Address (required):	Corona-Norco	Yolo - FULL	Madera
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>REGISTRATION</b>	<b>CLIENT FEE</b>	<b>NONCLIENT FEE</b>
<p><b>Online</b> through our website at <a href="http://www.sscal.com/workshops">www.sscal.com/workshops</a></p> <p><b>Fax</b> completed registration form (including P.O. or credit card number) to (916) 245-3645</p> <p><b>Email</b> completed registration form to <a href="mailto:michelleb@sscal.com">michelleb@sscal.com</a></p> <p><b>Mail</b> completed registration form to Michelle Berge, Event Coordinator          School Services of California Inc., 1121 L Street, Suite 1060, Sacramento, CA 95814</p>	<p>_____ Attendee(s) @ \$275</p> <p><b>TOTAL: \$</b> _____</p>	<p>_____ Attendee(s) @ \$550</p> <p><b>TOTAL: \$</b> _____</p>

<b>PAYMENT OPTIONS</b>	<b>CHECK PAYMENT</b>	<b>PURCHASE ORDER/CREDIT CARD PAYMENT</b>
<p>(Note: Registration will not be accepted without a method of payment indicated.)</p> <p><input type="checkbox"/> Check enclosed. Make checks payable to School Services of California Inc.          Check # _____</p> <p><input type="checkbox"/> Credit card authorization—MasterCard® or Visa® only.          Cardholder name: _____          Account #: _____ Exp. Date: _____</p> <p><input type="checkbox"/> Purchase order #: _____ (A fax copy of the purchase order is an acceptable form of payment.)</p>	<p>If you are prepaying by check, please mail with a copy of the registration form to:</p> <p>School Services of California Inc.          P.O. Box 516613          Los Angeles, CA 90051-0599</p> <p><b>Note: For faster processing, please also email or fax your registration form with a copy of the check.</b></p>	<p>If you are paying with a credit card or have a purchase order, please fax the registration form to (916) 245-3645 or email it to <a href="mailto:michelleb@sscal.com">michelleb@sscal.com</a></p> <p>Or send by mail to:</p> <p>Michelle Berge, Event Coordinator          School Services of California Inc.          1121 L Street, Suite 1060          Sacramento, CA 95814</p>

**Please Note:** All cancellations received up to three weeks prior to your scheduled workshop will be charged a cancellation fee of \$115 per person (\$230 for nonclients); however, if you are a client and order the materials for \$115 (\$230 for nonclients), the fee will be waived. Cancellations received after 5:00 p.m. the Friday before the workshop will be charged the full workshop fee. If you have a cancellation, please email [michelleb@sscal.com](mailto:michelleb@sscal.com) and you will be given a cancellation number. This number should be retained for your records. Please call Michelle Berge at (916) 446-7517 or send an email to [michelleb@sscal.com](mailto:michelleb@sscal.com) if you have any questions.