

Now a Two-Part Webinar Series



Employee Attendance and Leave Management



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 (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Act (PDA), 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 as well as 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 two-part webinar series will provide human resources and fiscal services departments with the tools needed to evaluate their current employee's leave status, provide leave consistent with current laws and regulations, and move toward operational efficiency and best practices.

Part 1: Employee Leave Types and Tracking Tools

August 6, 2020, 9:00 a.m.–10:30 a.m.

- 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
- Industrial Illness and Injury Leave

Part 2: Leave Programs, Communication Practices, and Employee Attendance Management

August 13, 2020, 9:00 a.m.–10:30 a.m.

- Leave timelines
- Leave file management
- Leave notification communication
- Roles and responsibilities of the human resources and business services departments
- Best practices in establishing a leave program
- Collective bargaining agreement compliance

PRESENTED BY:

Danyl Conolley
Director, Management
Consulting Services

Suzanne Speck
Vice President

DATES AND TIMES:

Part 1: August 6, 2020
9:00 a.m.–10:30 a.m.

Part 2: August 13, 2020
9:00 a.m.–10:30 a.m.

WEBINAR FEE:

Client Fee:
\$275 per attendee
Nonclient Fee:
\$550 per attendee

Fee includes both webinars

WEBINAR REGISTRATION:

Online through our website at
www.sscal.com/workshops

Email a completed registration form
(including purchase order or credit card)
to 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



**Employee Attendance
and Leave Management**

DATES AND TIMES:

Online Webinars August 6, 2020, and August 13, 2020

Programs Begin: 9:00 a.m. ■ Programs Adjourn: 10:30 a.m.

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

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

Attendee #1 Name (required):	<u>Dates of Online Webinars</u> August 6, 2020 August 13, 2020	Attendee #3 Name (required):	<u>Dates of Online Webinars</u> August 6, 2020 August 13, 2020
Attendee #1 Email Address (required):		Attendee #3 Email Address (required):	
Attendee #2 Name (required):	<u>Dates of Online Webinars</u> August 6, 2020 August 13, 2020	Attendee #4 Name (required):	<u>Dates of Online Webinars</u> August 6, 2020 August 13, 2020
Attendee #2 Email Address (required):		Attendee #4 Email Address (required):	

REGISTRATION	CLIENT FEE	NONCLIENT FEE
<p>Online through our website at www.sscal.com/workshops</p> <p>Fax completed registration form (including P.O. or credit card number) to (916) 245-3645</p> <p>Email completed registration form to michelleb@sscal.com</p> <p>Mail 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>TOTAL: \$ _____</p>	<p>_____ Attendee(s) @ \$550</p> <p>TOTAL: \$ _____</p>

<p style="text-align: center;">PAYMENT OPTIONS</p> <p>(Note: Registration <i>will not be accepted</i> 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 style="text-align: center;">CHECK 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>Note: For faster processing, please also email or fax your registration form with a copy of the check.</p>	<p style="text-align: center;">PURCHASE ORDER/CREDIT CARD PAYMENT</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 michelleb@sscal.com</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>
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Please Note: Cancellations received after 5:00 p.m. the Friday before the first webinar will be charged the full webinar fee. If you have a cancellation, please email 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 if you have any questions.