



SCHOOL ADMINISTRATIVE ASSISTANTS' OPERATIONS MEETING

MARCH 11, 2020

Welcome



New Team Members

24th St EL

Celia Madrigal

Ascot EL

Carmen Hernandez

**Orthopaedic
Medical Mag**

Lynn Meyer

Substituting

Magnolia EL

Rachael Kinney
[interim]

thank you





Engaged Participant Outcomes

- *Build community*
- *Develop a common understanding of addressing COVID-19*
- Develop a deeper understanding of Educational Law, LAUSD policies and procedures
- Continue to develop common understanding of Family Medical Leave Act.
- Develop systems and routines for Student Body Finances
- Develop common practices for Classified Evaluations



Agenda



WELCOME COVID

- Updates
- Resources

Roberto A. Martinez

District Superintendent

Eugene L. Hernandez

Administrator of Operations

Legal Help Book

Robert Cuen

Office of General Counsel

FMLA

Marty Russell

Integrated Disability
Management Branch

Break

Student Body Finances

Sheri Butler

Student Body Finance Support

Updates

- Budget
- Classified Evaluations
- More than A Meal

Maria Butler

Operations Coordinator

Evaluations

COVID 19 Coronavirus

- Updates
- Resources

[LD Central Operations](#)



Theory of Action

If we:

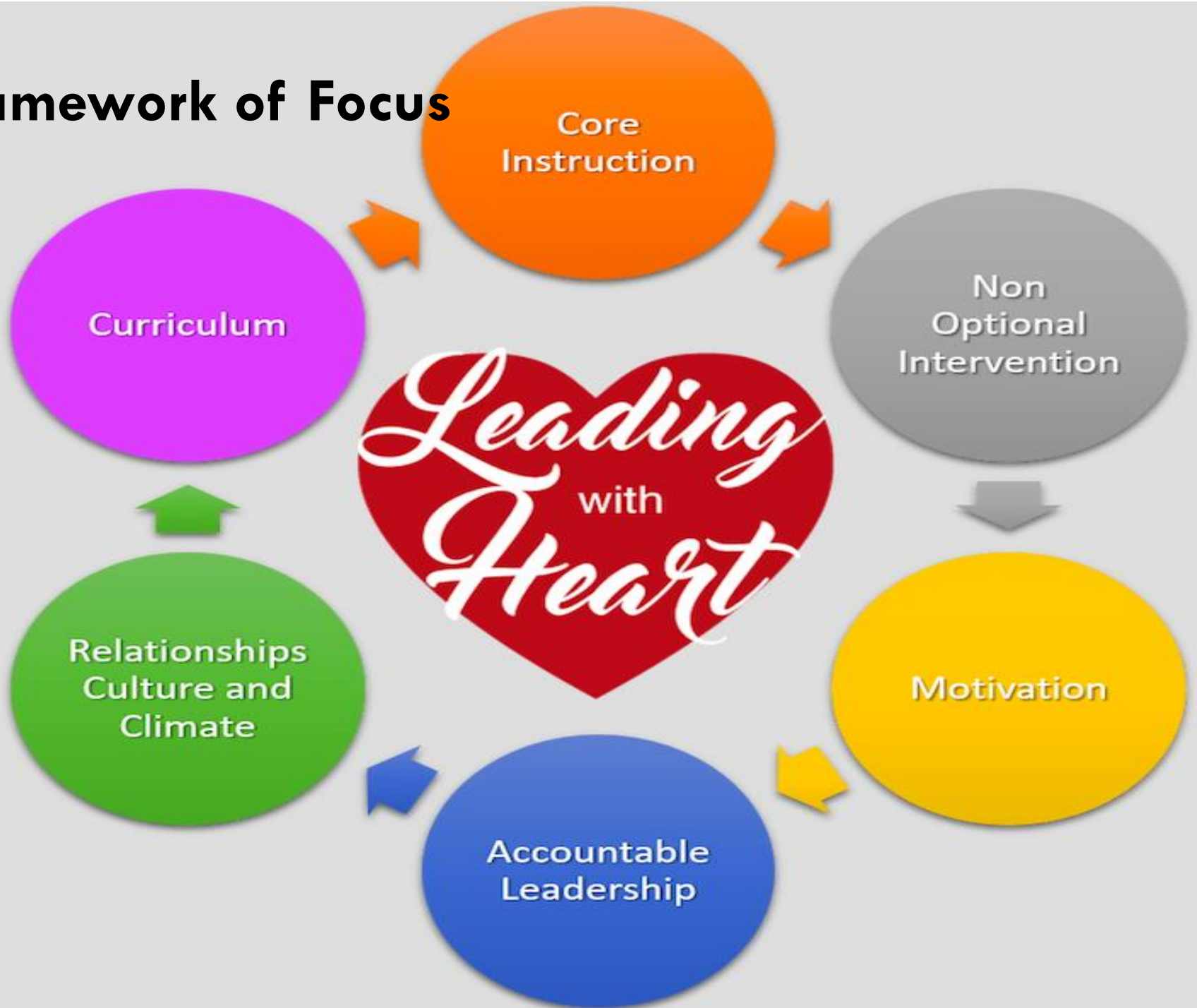
- Implement with fidelity our framework of focus
- Provide tiered support to our school communities
- Hold ourselves accountable.

Then...

Student outcomes will improve.



Framework of Focus



Local Control and Accountability Plan (LCAP)

100% ATTENDANCE	Historical	Actual	Annual Targets		
	2015-16	2016-17	2017-18	2018-19	2019-20
Percentage of Students Attending 172-180 Days Each School Year (96% or Higher)	69%	68%	75%	77%	72%
Percentage of Students with Chronic Absence (Missing 16 Days or 91% or Lower)	14%	15%	9%	7%	7%
All Staff					
Percentage of All Staff Attending 96% or Above	74%	76%	78%	80%	82%



GOAL





Legal Help Book 2019-2020

Robert Cuen

Office of General Counsel

213-241-7615



Family/Medical Leave Act

Marty Russell

Integrated Disability
Management Branch

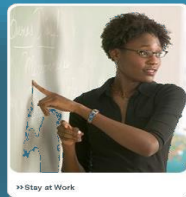
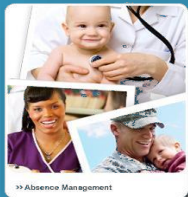
marty.russell@lausd.net

What You Need to Know: Navigating Protected Absences: Five Common Mistakes

Family Medical Leave Act	California Family Rights Act	Pregnancy Disability Leave	Parental Leave
Family Medical Leave Act	California Family Rights Act	Pregnancy Disability Leave	Parental Leave

Integrated Disability Management (IDM) Programs

Division of Risk Management & Insurance Services



Overview of Topics

- Protected Absence/Leave Purpose
- Five Common Mistakes
 - 1. *Not Knowing the Correct FMLA Year*
 - 2. *Not Issuing Approved/Not Approved in a Timely Manner*
 - 3. *Not Following the Health Care Provider Certification Form*
 - 4. *Not Using Correct Absence Code*
 - 5. *Not Staying Current with Updates/Changes*

Protected Absence/Leave Purpose

FMLA, CFRA, PDL, PPL and California Ed Code are federal and state regulations intended to balance the demands of the workplace with the needs of families by providing job-protected leave for specified family and medical reasons, as well as, care for a newborn child or a child placed in the home through adoption or foster care.

Family Medical Leave Act (FMLA)

Enacted in 1993, amended in 2008, and administered by the Wage and Hour Division (WHD) of the US Department of Labor (DOL), FMLA is a complex employment law that requires employers to grant family and temporary medical leave of up to 12 workweeks to eligible employees.

California Family Rights Act (CFRA)

This state law was enacted in 1991 and is administered under the California Department of Fair Employment and Housing (FEHA) also provides 12 workweeks of job protection. It runs concurrently with FMLA but does not cover an employee's own pregnancy disability because California has its own Pregnancy Disability Leave Act.

California Pregnancy Disability Act (PDL)

This state law enacted in the 1980's provides up to four (4) months of job protection for disabilities relating to pregnancy, childbirth, or related medical conditions.

California Education Code Paid Parental Leave (PPL)

California Education Code mandates under sections 44977.5 and 45196.1 eligible school employees be paid a portion of their salary for up to 12 workweeks for the purposes of bonding with the employee's newborn child or a child placed in the employee's home through adoption or foster care. PPL runs concurrently with FMLA/CFRA.

Scenario One

Maria is a secondary school teacher who started with the District on 8/15/2015.

She notified her Administrator/Designee on 11/27/2018 that she needs to be off of work for approximately five (5) weeks starting 12/17/2018. She has never used FMLA before. What is her FMLA Year?

- A. 12/17/2018 – 12/16/2019
- B. 07/01/2018 – 06/30/2019
- C. 01/07/2019 – 01/07/2020

Scenario One

PAY MONTH	FIRST WEEK							SECOND WEEK							THIRD WEEK							FOURTH WEEK							FIFTH WEEK								
	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
JUL		1	2	3	4	⑤	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
AUG					1	2	③	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
SEP	1	2	3	4	⑤	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
OCT			1	2	3	4	⑤	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
NOV						1	2	3	4	⑤	6	7	8	9	10	11	HO 12	13	14	15	16	17	18	19	20	21	HO 22	HO 23	24	25	26	27	28	29	30		
DEC	1	2	3	4	⑤	6	7	8	9	10	11	12	13	14	15	16	17	WR 18	WR 19	WR 20	WR 21	22	23	WR 24	HO 25	WR 26	WR 27	WR 28	29	30	HO 31						
JAN			HO 1	2	3	④	5	6		*	7	8	9	10	11	12	13	14	15	16	17	18	19	20	HO 21	22	23	24	25	26	27	28	29	30	31		
FEB							1	2	3	4	⑤	6	7	8	9	10	11	12	13	14	15	16	17	HO 18	19	20	21	22	23	24	25	26	27	28			
MAR							1	2	3	4	⑤	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
APR			1	2	3	4	⑤	6	7	8	9	10	11	12	13	14	SR 15	SR 16	SR 17	SR 18	SR 19	20	21	22	23	24	25	26	27	28	29	30					
MAY						1	2	③	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	HO 27	28	29	30	31	
JUN	1	2	3	4	⑤	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							

Scenario One: Correct Answer

Maria is a secondary school teacher who started with the District on 8/15/2015. She notified her Administrator/Designee on 10/26/2018 that she needs to be off of work for approximately five (5) weeks starting 12/17/2018. She has never used FMLA before. What is her FMLA Year?

- A. 12/17/2018 – 12/16/2019
- B. 07/01/2018 – 06/30/2019
- C. 01/07/2019 – 01/06/2020



Reason: FMLA Year starts with first absence from work. 12/17/18 occurs during Winter Break when school is closed.

Scenario Two

Maria is a secondary school teacher who started with the District on 8/15/2015. She notified her Administrator/Designee on 11/27/2018 that she needs to be off of work for approximately five (5) weeks starting 12/17/2018. She used intermittent FMLA on 10/11/2018 and 11/14/2018. What is her FMLA Year?

- A. 10/11/2018 – 10/10/2019
- B. 11/14/2018 – 11/13/2019
- C. 01/07/2019 – 01/06/2020

Scenario Two: Correct Answer

Maria is a secondary school teacher who started with the District on 8/15/2015. She notified her Administrator/Designee on 11/27/2018 that she needs to be off of work for approximately five (5) weeks starting 12/17/2018. She used intermittent FMLA on 10/11/2018 and 12/14/2018. What is her new FMLA Year?

- A. 10/11/2018 – 10/10/2019
- B. 11/14/2018 – 11/13/2019
- C. 01/07/2019 – 01/06/2020



Reason: Her last FMLA Year was 10/30/2017 – 10/29/2018. 10/11/2018 was included in the last FMLA Year. Her new FMLA Year starts with the first eligible/entitled absence after 10/29/2019.

Designation and Notification

The Designation Notice informs the employee that the requested leave will be designated as FMLA/CFRA leave, as well as, indicates the amount of leave counted against the employee's FMLA/CFRA leave entitlement.

The amount of leave counted against the employee's FMLA/CFRA leave entitlement must be provided upon the employee's request, but no more than once in a 30-day period and only if leave was taken.

Administrators/Designees are responsible in all circumstances for designating leave as FMLA/CFRA-qualifying and giving a Designation Notice to the employee for each FMLA/CFRA-qualifying reason for leave in the leave year.

Designation notices must be provided in writing within five business days, absent extenuating circumstances, once enough information is received to determine whether or not the employee's requested leave qualifies as FMLA/CFRA.

Failure to provide a timely Designation Notice to an employee may be considered interference with, restraint, or denial of the exercise of the employee's FMLA/CFRA rights.

Scenario Three

Maria is a secondary school teacher who started with the District on 8/15/2015. She notified her Administrator/Designee on 11/27/2018 that she needs to be off of work for approximately five (5) weeks starting 12/17/2018. It's now the last day of school before Winter Break and Maria has not submitted her FMLA Health Care Provider Certification form. What do you do?

- A. Go ahead and time report her absence as FCIL and remind her she must provide the Certification form when she returns.
- B. Time report her absence as regular IL and reminder her if she doesn't provide the completed Certification form when she returns, her absences will not be protected by FMLA.

Scenario Three: Correct Answer

Maria is a secondary school teacher who started with the District on 8/15/2015. She notified her Administrator/Designee on 11/27/2018 that she needs to be off of work for approximately five (5) weeks starting 12/22/2018. It's now the last day of school before Winter Break and Maria has not submitted her FMLA Health Care Provider Certification form. What do you do?

- A. Go ahead and time report her absence as FCIL and remind her she must provide the Certification form when she returns.
- B. Time report her absence as regular IL and reminder her if she doesn't provide the completed Certification form when she returns, her absences will not be protected by FMLA.

Reason: Once time has been reported/certified as protected, the protection cannot be taken away.


Scenario Four

Maria is a secondary school teacher who started with the District on 8/15/2015. She notified her Administrator/Designee on 11/27/2018 that she needs to be off of work for approximately five (5) weeks starting 12/17/2018. Maria returned to work on Monday and didn't provide the Health Care Provider Certification Form. You reminded her about the form on Monday. It's now a week later and she has not returned the Certification Form, what do you do?

- A. Keep reminding her to provide the Certification form.
- B. Issue Designation Not Approved Notice and allow her to use FMLA going forward, if and when she provides a Certification Form.
- C. Issue Designation Not Approved Notice but go back and change the five weeks of IL to FCIL once she provides the Certification Form.

Scenario Four: Correct Answer

Maria is a secondary school teacher who started with the District on 8/15/2015. She notified her Administrator/Designee on 11/27/2018 that she needs to be off of work for approximately five (5) weeks starting 12/22/2018. Maria returned to work on Monday and didn't provide the Health Care Provider Certification Form. You reminded her about the form on Monday. It's now a week later and she has not returned the Certification Form, what do you do?

- A. Keep reminding her to provide the Certification form.
-  B. Issue Designation Not Approved Notice and allow her to use FMLA going forward, if and when she provides a Certification Form.
- C. Issue Designation Not Approved Notice but go back and change the five weeks of IL to FCIL once she provides the Certification Form.

Reason: Once FMLA has been Designated Not Approved, you can't go back and issue an Approval Notice.



LOS ANGELES UNIFIED SCHOOL DISTRICT

Designation Not Approved Notice

Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA)
Pregnancy Disability Leave (PDL), Paid Parental Leave (PPL)

SECTION I: For Completion by the Supervisor

INSTRUCTIONS: Complete before giving this form to the employee.

School Site/Division	
Supervisor/Administrator	Date
Employee Name	Employee #

We have reviewed your request for leave under FMLA/CFRA/PDL/PPL and any supporting documentation that you have provided. **Your protected leave request has NOT been approved based on your first absence date of _____ for the following reason(s):**

- ☐ You did not meet the following eligibility requirements under FMLA/CFRA:
 - ☐ At least 12 months of employment with the District in the past seven (7) years.
 - ☐ At least 130 days worked (1250 hours worked for units A, E, & G and Classified Substitutes) in the 12 months immediately preceding your first absence date.
- ☐ You have exhausted your leave entitlement:
 - ☐ 12 workweeks of FMLA/CFRA/PPL leave entitlement exhausted as of _____. Your current FMLA/CFRA/PPL Year is from: _____ through _____.
 - ☐ 18 workweeks PDL leave entitlement exhausted as of _____.
 - ☐ PPL must be completed by your birth child's first birthday or the one year anniversary of the placement date of your adopted or foster care child. PPL leave entitlement ended as of _____.
- ☐ You either did not submit the required documentation within 15 calendar days of receiving it or provide a reasonable explanation for the delay. (Specific dates not approved are listed under "Other" below.)
 - ☐ Certification of Qualifying Exigency for Military Family Leave and/or Supporting Documentation.
 - ☐ Evidence of Relationship.
 - ☐ Health Care Provider Certification.

Not Approved Designation Notice

Provide to Staff:

- Within five (5) business days of receipt of complete and sufficient certification form.

Medical Certification Guidelines

Administrators/Designees should provide the employee with the Health Care Provider Certification form, along with the Rights and Responsibilities notice, within 5 business days of notice of need for protected leave.

The employee has 15 calendar days to return the completed form or request an extension.

Administrators/Designees should accept a complete and sufficient medical certification, regardless of the format.

Administrators/Designees **must not** ask for a diagnosis, per Federal regulations.

Administrators/Designees **can** ask the employee for a new/revised medical certification from their health care provider should the medical certification lack information or is unclear.

Administrators/Designees must give the employee 7 calendar days to correct any deficiency on the medical certification

This is an absolute requirement.

Administrators/Designees **must not** contact the employee's provider at any time.

In accordance with the Genetic Information Non-Discrimination Act of 2008 (GINA) and HIPAA privacy laws, Administrators and Designees must ensure that all medical information received is kept completely **confidential and separate** from the employee's personnel file.

PART B: AMOUNT OF LEAVE NEEDED

1. **Single Continuous Period of Time:** Is it medically necessary for the employee to be absent from work due to the medical condition or serious health condition of the employee or family member? Yes ☐ No ☐

If yes, estimate the beginning and ending dates for the period of incapacity FROM: _____ THROUGH _____

Answer questions 2, 3, and/or 4 only if the employee requires leave on a reduced or intermittent basis.

2. **Reduced Schedule Leave:** Is it medically necessary for the employee to work less than the employee's normal work schedule due to the serious health condition of the employee or family member? Yes ☐ No ☐

If yes, indicate the part-time or reduced work schedule. The employee should work no more than:

_____ Hours per day; _____ days per week; FROM _____ THROUGH _____

Notes: _____

3. **Medical Appointments or Treatment:** Is it medically necessary for the employee to be absent from work for medical appointments and/or treatment due to the serious health condition of the employee or family member? Yes ☐ No ☐

If yes, estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each, including any travel time and recovery period:

Frequency: _____ times per _____ week(s) OR _____ month(s)

Duration: _____ hour(s) OR _____ day(s) per appointment/treatment

APPOINTMENTS/TREATMENT CERTIFICATION DURATION: FROM _____ THROUGH _____

Notes: _____

4. **Intermittent Leave:** Is it medically necessary for the employee to be absent from work on an intermittent basis due to the serious health condition of the employee or family member? Yes ☐ No ☐

If yes, based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may experience (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency: _____ times per _____ week(s) OR _____ month(s)

Duration: _____ hour(s) OR _____ day(s) per episode

INTERMITTENT FLARE-UPS CERTIFICATION DURATION: FROM _____ THROUGH _____

Notes: _____

Obtaining Complete and Sufficient Certification

Amount of Leave Needed:

- Indication of medical necessity for a continuous, intermittent (including appointments/treatment), or reduced work schedule absence and either the dates of planned absences or an estimated frequency and duration.
- Do not accept responses on certifications of "as needed," "unknown," or "indeterminate" (i.e., for frequency and duration of absence).

Scenario Five

2. **Reduced Schedule Leave:** Is it medically necessary for the employee to work less than the employee's normal work schedule due to the serious health condition of the employee or family member? Yes ☒ No ☐

If yes, indicate the part-time or reduced work schedule. The employee should work no more than:

8 Hours per day; 3 days per week; FROM 7/1/2018 THROUGH 6/25/2019

Notes:

- A. Yes. From 7/1/2018 – 6/25/2019
- B. Yes. From 7/19/2018 – 3/12/2019
- C. No. This position cannot work part-time.

Bob is an E Basis office tech. On the first day of school he submits a HCP Certification form for reduced schedule. He has never used FMLA before and is eligible. Is the reduced schedule approved? If so what are the dates?

Your current FMLA/CFRA/PPL year is From: 7/19/2018 Through: 7/18/2019

You previously used: None (days/hours) of protected time during the current protected absence year.

Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against your leave entitlement:

✓ Provided there is no deviation from your anticipated leave schedule: FMLA/CFRA/PDL/PPL Days/Hours: 60 days

Single Continuous Period of Time:

From: Through:

Reduced Schedule Leave (Part-time or Reduced Schedule Work Hours):

8 Hours per day; 3 Days per week; From 7/19/2018 Through 3/12/2019

Reduced Schedule: Work Monday, Wednesday, Friday 7:30 – 4:00
Off Work: Tuesday, Thursday

- A. Yes. From 7/1/2018 – 6/25/2019
- B. Yes. From 7/19/2018 – 3/12/2019 ←
- C. No. This position cannot work part-time.

Scenario Five: Correct Answer



LOS ANGELES UNIFIED SCHOOL DISTRICT

Exhaustion of Protected Absence Notice
Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA)
Pregnancy Disability Leave (PDL), Paid Parental Leave (PPL)

SECTION I: For Completion by the Supervisor

INSTRUCTIONS: Complete before giving this form to the employee.

School Site/Division

Supervisor/Administrator	Date
Employee Name	Employee #

The purpose of this notice is to advise you that you have exhausted your job-protected, leave entitlement as follows:

☐ Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) provide up to 12 workweeks of job protected leave (26 workweeks for Military Servicemember leave) in a 12-month period measured forward from an eligible employee's first absence date for one or more of the following reasons:

- ☐ The birth of (or bonding with) your new child;
 - ☐ Placement in your home of a new child by adoption or foster care;
 - ☐ Your own serious health condition;
 - ☐ Serious Health Condition of your parent, child or spouse/domestic partner that requires your participation and/or care;
 - ☐ Military Exigency Leave; or,
 - ☐ Military Servicemember (caregiver) Leave
- ☐ FMLA/CFRA entitlement exhausted as of _____.

Your current FMLA/CFRA Year is from: _____ through _____. The protections afforded under FMLA/CFRA have ended for your current FMLA/CFRA year.

☐ Pregnancy Disability Leave (PDL) provides up to 18 workweeks of job protected leave per pregnancy measured forward from an eligible employee's first absence date.

☐ 18 workweeks PDL leave entitlement exhausted as of _____. The protections afforded under PDL have ended.

☐ Paid Parental Leave (PPL) must be completed by your birth child's first birthday or the one year anniversary of the placement date of your adopted or foster care child.

☐ PPL leave entitlement ended as of _____; which is your birth child's first birthday or the anniversary date of your adoptive or foster child's placement in your home.

INTEGRATED DISABILITY MANAGEMENT (IDM), DIVISION OF RISK MANAGEMENT & INSURANCE SERVICES

Exhaustion Notice

Administrators/Designees must provide a written Exhaustion Notice to the employee once the protections afforded by FMLA/CFRA have ended.

- 12 Workweeks FMLA/CFRA/PPL
- 18 Workweeks PDL
- 26 Workweeks Servicemember Leave

Once an employee has exhausted the FMLA/CFRA job protection, their subsequent absences may be subject to disciplinary action.

Scenario Six

Dominique is a Special Education Assistant. His FMLA for medical appointments has been approved. He has been taking off 5 hours each time. How is the absence time reported?

3. **Medical Appointments or Treatment:** Is it medically necessary for the employee to be absent from work for medical appointments and/or treatment due to the serious health condition of the employee or family member? Yes ☒ No ☐

If yes, estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each, including any travel time and recovery period:

Frequency: 1 times per X week(s) OR month(s)

Duration: 4 hour(s) OR day(s) per appointment/treatment

APPOINTMENTS/TREATMENT CERTIFICATION DURATION: FROM 1/29/2019 THROUGH 6/8/2019

Notes:

- A. FCIL 4 hours
- B. FCIL 4 hours; IL 1 hours

Scenario Six: Correct Answer

Dominique is a Special Education Assistant. His FMLA for medical appointments has been approved. He has been taking off 5 hours each time. How is the absence time reported?

3. **Medical Appointments or Treatment:** Is it medically necessary for the employee to be absent from work for medical appointments and/or treatment due to the serious health condition of the employee or family member? Yes ☒ No ☐

If yes, estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each, including any travel time and recovery period:

Frequency: times per week(s) OR month(s)

Duration: hour(s) OR day(s) per appointment/treatment

APPOINTMENTS/TREATMENT CERTIFICATION DURATION: FROM THROUGH

Notes:

A. FCIL 4 hours

B. FCIL 4 hours; IL 1 hours ←

Reason: 4 hours includes any recover/travel time.

Medical Certification Guidelines

You are only entitled to sufficient responses to questions on the Health Care Provider Certification form.

Incomplete or unclear responses are the only valid reasons to ask for certification to be fixed. You must provide employees at least 7 calendar days to provide the additional information.

Administrators/supervisors cannot contact providers directly about insufficient certification. The employee must be the one interacting with the provider.

Consult with Absence Management about any concerns over the validity of the certification.

DID YOU KNOW?

After acquiring a complete and sufficient certification, an employer is not permitted to ask for more information, such as requiring a doctor's note for each FMLA-related absence. Requiring a doctor's note for each *unpaid* FMLA-related absence may be considered interference with the employee's use of FMLA leave.

The Employer's Guide to the Family and Medical Leave Act. Chapter 4, "The Certification Process," page 33

Protected Absence Codes

Absence Code	Description	Absence Code	Description	Absence Code	Description
FCIL	FMLA Full/Half Illness (Self Only)	FCVA	FMLA Vacation (Varies)	FWC	FMLA Protected Workers' Compensation (Self Only)
FCKC KC	FMLA Kin Care Non-FMLA Kin Care (Family Member)	FCPN	FMLA Personal Necessity (Family Member)	FCUP	FMLA Protected Unpaid (Varies)
PDIL	Pregnancy Full/Half Illness (Self Only)	PDVA	Pregnancy Eligible Vacation (Self Only)	PDUP	Pregnancy Eligible Unpaid (Self Only)
PLIL	Parental Leave Full/Half Illness (Parental Leave Only)	PLVA	Parental Leave Vacation (Parental Leave Only)	PPN	Religious Holiday/Court Appearance Personal Necessity (Self Only)
SAPN	School Activities Personal Necessity (Child Pre-K – 12)	SAUP	School Activities Unpaid (Child Pre-K – 12)	PUP	Religious Holiday/Court Appearance Unpaid (Self Only)

Scenario Seven

Maria is a secondary school teacher who started with the District on 8/15/2015.

She notified her Administrator/Designee on 11/16/2018 that she needs to be off of work for 11/30/2018 to attend the Halloween Contest/Party at your child's elementary school. How is her absence time reported?

- A. 6 hours PN
- B. 6 hours SAPN
- C. 4 hours SAPN; 2 hours SAUP

Scenario Seven: Correct Answer

Maria is a secondary school teacher who started with the District on 8/15/2015. She notified her Administrator/Designee on 11/16/2018 that she needs to be off of work for 11/30/2018 to attend the Halloween Contest/Party at your child's elementary school. How is her absence time reported?

- A. 6 hours PN
- B. 6 hours SAPN
- C. 4 hours SAPN; 2 hours SAUP ←

Reason: Limit of how much of 40 hours for School Activities each school year can be paid; per each bargaining agreement



UTLA
(UNITED TEACHERS OF LOS ANGELES)
Bereavement, Kin Care, & Personal Necessity Summary Sheet

This summary sheet is for informational purposes only and does not modify or change District Policy, Administrative Regulation, Personnel Policy Guides, any Collective Bargaining Agreement (CBA), or Federal/State law. Where there is a conflict between the information contained in this summary sheet and the CBA, the contract will prevail. Please refer to the CBA and/or District policy bulletins for specific benefits and provisions.

LEAVE TYPE	LEAVE REASON & ABSENCE CODE(S)	ELIGIBLE FAMILY MEMBER AND/OR QUALIFYING EVENT
BEREAVEMENT	Death (BV)	<ul style="list-style-type: none">Immediate Family (See Definition Below): If acceptable proof of death and relationship is provided and commences within ten (10) calendar days of the death. If more than one such death occurs simultaneously, the absences may be taken consecutively.
KIN CARE	Domestic Violence, Sexual Assault, or Stalking Victim (KC) Illness (KC, FCKC), Preventive Care (KC)	<ul style="list-style-type: none">Employee: To obtain temporary restraining order, restraining order, or other injunctive relief, to help ensure health, safety or welfare of victim: BUL-6585.1Child (Including Step, Foster), Domestic Partner, Grandchild, Grandparent, Sibling, Spouse, Parent (Including In-Laws)
PERSONAL NECESSITY	Accident (PN) Birth and/or Child Adoption (PN, FCPN) Child Suspension (PN) Conference or Convention Attendance (PN) Court Appearance as Litigant or Non-Litigant Witness under Subpoena (PPN, PUP) Death (PN) Imminent Danger to Home (PN) Other Significant Event of Compelling Nature (PN) Religious Holiday of Employee's Faith (PPN, PUP) Serious Illness (PN, FCPN) School Activities (SAPN, SAUP) -Up to 4 hours paid; 36 hours of accrued vacation or unpaid -Not to exceed 8 hours per calendar month; 60 hours per school year	<ul style="list-style-type: none">Employee, Immediate Family (See Definition Below): Person or propertyEmployee (Birth or adoption of a child) BUL-1205.4Child, Ward: To meet with school administrator as required by Section 48900.1 of the Education CodeEmployee (Authorized by District; Pursuant to Section 19.0 of Article XII)Employee (Required: Written Request of 5 Working Days or More; Court certification of appearance; Witness fees shall be remitted to the District; Return to work when it is not necessary to be absent the entire day)Immediate Family (See Definition Below): When time in excess of Bereavement is requiredClose friend or relative: Not included in the definition of immediate familyEmployee (Occasioned by Disaster such as flood, fire, or earthquake)Employee (Event compelling in nature, demanding employee's attention, and cannot be reasonably expected to disregard - Limited to one (1) occasion in any school year)Employee (Required: Written Request of 5 Working Days or More)Immediate Family (See Definition Below): BUL-1205.4Child, Grandchild, Ward: Attending school activities of students Pre-K through 12th grade (Required: Written Request of 5 Working Days or more; Written verification from the school visited)

Immediate Family is defined as the following Relatives of the Employee:

- Spouse (Including Cohabitant Equivalent of Spouse)
- Parent (Includes In-Laws, Step, Foster, & of Cohabitant Equivalent of Spouse)
- Grandparent (Includes In-Laws, Step, Foster, & of Cohabitant Equivalent of Spouse)
- Grandchild (Includes Step, of Spouse, & of Cohabitant Equivalent of Spouse)
- Child (Includes Step, Foster, & of Cohabitant Equivalent of Spouse)
- Brother, Sister
- Daughter-in-Law/Son-in-Law
- Any relative living in the immediate household

Employees are entitled to three (3) days of Bereavement per qualifying event (If travel out of state is required and requested, an additional two (2) days shall be granted), six (6) days of Kin Care (KC) per calendar year, and six (6) days of Personal Necessity (PN) per fiscal (school) year.

Bereavement, Kin Care, and Personal Necessity are compensatory leaves of absence. Kin Care and Personal Necessity are deducted from and may not exceed the number of full-pay illness hours to which the employee is entitled. Personal Necessity shall not be granted during a strike, demonstration or any work stoppage involving the Union.

Bereavement, Kin Care & Personal Necessity Summary Sheets

<https://achieve.lausd.net/site/Default.aspx?PageID=2303>

Holidays & Shutdowns (Calendar Breaks)

When a holiday falls within the workweek and the employee is absent for the entire workweek, the holiday is included in the calculating the employee's FMLA/CFRA/PDL entitlement (usage)

The entire workweek is counted as one (1) full workweek of FMLA/CFRA/PDL used

When a holiday falls within the workweek and the employee works any portion of the workweek, only the days the employee reported as FMLA/CFRA/PDL can be included in calculating the employee's FMLA/CFRA/PDL entitlement (usage)

The District cannot count the holiday as FMLA/CFRA/PDL leave

If the District's business activity has temporarily ceased and employees generally as not expected to report to work for seven (7) or more calendar days, the days the District's business activities have ceased do not count against the employee's protected absence entitlement.

The following calendar breaks are not included when calculating FMLA/CFRA/PDL/PPL entitlement for employees on a continuous leave and are unassigned during:

Spring Break	Winter Break	Summer Break
Thanksgiving Break		Beaudry Shutdown

Scenario Eight

Jose is a six hour C-Basis Special Education Assistant who is out on FMLA for a continuous period of time from 12/3/2018 to 1/11/2019. How is his time reported each day during the Winter Break? What about days when he is unassigned?

- A. 6 hours VA
- B. 6 hours FCVA
- C. 6 hours FCIL

Scenario Eight: Correct Answer

Jose is a six hour C-Basis Special Education Assistant who is out on FMLA for a continuous period of time from 12/3/2018 to 1/11/2019. How is his time reported each day during the Winter Break? What about days when he is unassigned?

- A. 6 hours VA; no time reported when unassigned ←
- B. 6 hours FCVA
- C. 6 hours FCIL

Scenario Nine

Jane, an A-basis, classified employee with 10 years of service and 200 days worked, works until 2 weeks prior to her expected due date, when her doctor puts her on disability leave.

She delivers her baby on March 5, 2018 and takes 6 weeks recovery time after the birth.

Jane then plans to take 6 weeks of parental leave immediately following her pregnancy disability leave.

How much job-protected time is Jane entitled to take off of work for her pregnancy?

Is Jane entitled to Paid Parental Leave? If so, how much time is she entitled to?

Jane's Pregnancy and Parental Leave Timeline

Pregnancy Disability Leave: Jane is entitled to up to 18 workweeks of PDL. She uses 8 PDL workweeks.

Parental Leave: As a classified employee with more than 12 months employment, Jane is eligible for Paid Parental Leave (PPL). She uses 6 weeks of PPL workweeks total.

Pregnancy Disability Leave (PDL) 18 Workweeks of Job Protection for Pregnancy-Related Disabilities						Paid Parental Leave (PPL) and California Family Rights Act (CFRA) 12 Workweeks Maximum					
2		4		6	8	2			4		
Pregnancy Disability Codes	Description	Pregnancy Disability Codes	Description	Parental Leave Codes	Description	Parental Leave Codes	Description				
PDIL	Pregnancy Full/Half Illness (Self Only)	PDVA	Pregnancy Eligible Vacation (Self Only)	PLIL	Full/Half Illness (50% of regular salary) (Paid Parental Leave Eligible Employees Only)	PLVA	Vacation (Paid Parental Leave Eligible Employees Only)				
PDUP	Pregnancy Eligible Unpaid (Self Only)										

Medical Certification

In accordance with the Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA) the District requires medical certification issued by a health care provider, if the employee is seeking a qualifying, protected leave for the employee's own Serious Health Condition or that of a qualifying family member.



DID YOU KNOW?

Employers may **not** request a certification for leave to bond with a healthy newborn child or a child placed for adoption or foster care. However, employers may request documentation to confirm the family relationship (see chapter 3 for information about documenting the family relationship).

¹ The Employer's Guide to the Family and Medical Leave Act . Chapter 4, "The Certification Process," page 29

Parental Leave: Evidence of Relationship



For new mothers with or without a prior pregnancy disability leave, new fathers, registered domestic partners, or foster care or adoptive parents:

Provide documented evidence of your relationship to the child with whom you wish to bond:

Birth verification must clearly show the child's name, date of birth, and the name of the parent requesting parental leave

Examples include:

A copy of the child's birth certificate issued by the city or county

A birth verification letter from the hospital where the birth took place that includes the parent's name and the child's date of birth

New placement of foster care or adoption legal documentation must be provided, verifying the date the child was placed in your custody

PREGNANCY DISABILITY LEAVE CHECKLIST



This checklist will guide you through the process of going on Pregnancy Disability Leave. As with any other job-protected absence, you should partner with your site administrator/supervisor to ensure a seamless Pregnancy Disability Leave.

Division of Risk Management and Insurance Services
Integrated Disability Management (IDM) Branch
September 2018



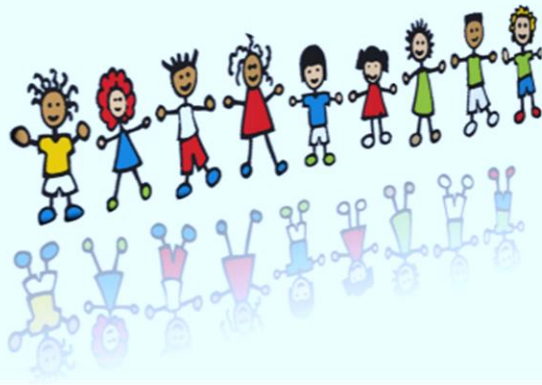
Table of Contents

Before Going On Leave	4
Familiarize Yourself with the PDL Knowledge Bank	4
Educate Yourself on District Leaves, Benefits, and Payroll Policies	6
Create a Map of Your Personal Timeline	8
Formally Initiate Your Leave Request	9
While On Leave	11
Review Your Benefits Package for Coverage & Changes	11
Prepare to Transition to Parental Leave or Return To Work	12
Returning From Leave	13
Getting up to Speed and Settling In	13
Resource And Contact Information	14
Resources	14
Contact Information	15



TABLE OF CONTENTS

Before Going On Leave.....	4
Familiarize Yourself With The Unpaid Parental Leave (Bonding) & Paid Parental Leave Knowledge Bank.....	4
Educate Yourself On District Leaves, Benefits, And Payroll Policies	8
Create A Map Of Your Personal Timeline.....	10
Formally Initiate Your Leave Request	11
While On Leave	14
Review Your Benefits Package For Coverage & Changes.....	14
Prepare To Return To Work	16
Returning From Leave	18
Getting Up To Speed And Settling In	18
Contact Information and Resources	19
Contact Information.....	19
Resources.....	20



PARENTAL LEAVE CHECKLIST



This checklist will guide you through the process of going on Parental Leave. As with any other job-protected absence, you should partner with your site administrator/supervisor to ensure a seamless Parental Leave.

Division of Risk Management and Insurance Services
Integrated Disability Management (IDM) Branch
February 2019



Resources

FMLA/CFRA/PDL Guidance and Support:	213.241.3954; fmla@lausd.net
Los Angeles Unified School District's Protected Leaves & Absences website (Tools & Resources):	http://achieve.lausd.net/idm Forms; Notices; Tracking Worksheet
FMLA Bulletin	BUL – 1205.4
Paid Parental Leave Bulletin	BUL – 6861.0
Certification of Absence Form	BUL – 6307.4
FMLA Regulations	https://www.dol.gov/whd/fmla/index.htm
CFRA Regulations	http://www.dfeh.ca.gov/legal-records-and-reports/laws-and-regulations
California Pregnancy Disability Leave Act	https://www.dfeh.ca.gov/resources/frequently-asked-questions/employment-faqs/pregnancy-disability-leave-faqs/
Collective Bargaining Agreements on Staff Relations website:	From LAUSD's homepage: http://www.lausd.net , go to "Offices" then "Office of Labor Relations"
Personnel Commission Rules	From LAUSD's homepage: http://www.lausd.net , go to "Offices" then "Personnel Commission"





Updates

- Budget
- Classified Evaluations

Cut off Dates for All SAP Transactions

2019-2020 SY

Transaction Type for Schools (NON-Title I)	Cut off Date with APPROVED status
Shopping Cart for Non Stock Purchases- Over \$250,000*	3/13/2020
Shopping Cart for Non Stock Purchases- \$95,201-250,000*	4/1/2020
Shopping Cart for Non Stock Purchases- \$25,001-95,200*	5/1/2020
Low Value Purchase Orders for Goods/Services- Up to \$25,000	5/8/2020 (Up to 8:00 pm)
P-Card and T-Card Purchases	5/21/2020
P-Card and T-Card Reconciliations**	6/12/2020
Toshiba Ghost Account Reconciliation**	6/12/2020 (Schools)
Shopping Cart for Book and Instructional Materials Orders	5/20/2020
Shopping Cart for Book Orders – State Adopted	5/20/2020
Shopping Cart (Store Transfer Order)-Regular Warehouse Deliveries	6/19/2020 (8:00 pm)
Shopping Cart (STO)- Same Day Warehouse Deliveries	6/19/2020 (9:00 am)
Shopping Cart (STO) – Overnight Warehouse Deliveries	6/23/2020 (12:00 pm)
Shopping Cart (STO) – Warehouse Will-Call	6/26/2020 (5:00 pm)
Imprest Fund Claim Reimbursement Requests	6/12/2020
Travel Request Entries into SAP	5/29/2020
Travel Claim Reimbursement Requests (completed and approved with documentation)	6/12/2020
Online Goods Receipts (Receivers)	6/30/2020 (4:30 pm)
Submission of all Other Budget Adjustments for Review and Approval	6/10/2020



Cut off Dates for All SAP Transactions 2019-2020 SY

Transaction Type for Schools (Title I)	Cut off Date with APPROVED status
P-Card and T-Card Purchases	5/5/2020
P-Card and T-Card Reconciliations**	6/12/2020
Toshiba Ghost Account Reconciliation**	6/12/2020 (Schools)
All Title I Shopping Cart Purchases Entries into SAP (except for technology equipment and software licenses which have an earlier deadline date)	5/5/2020 (5:00 pm)
Imprest Fund Claim Reimbursement Requests	5/5/2020
School Submission of Categorical Budget Adjustments for Review and Approval	6/3/2020 (5:00 pm)
Reminders:	

- Purchase orders created and in “Ordered” status in 2019-2020 will roll over if completed and accepted in SAP prior to cut off dates. These may be charged against 2020-2021 funds instead of 2019-2020.
- For goods and/or services to be charged to 2019-2020 school year, please ensure that that the vendor can deliver goods and/or services no later than June 30, 2020 and Goods Receipts are posted on or before June 30, 2020.
- Goods Receipts must be entered as soon as goods and/or services have been received.

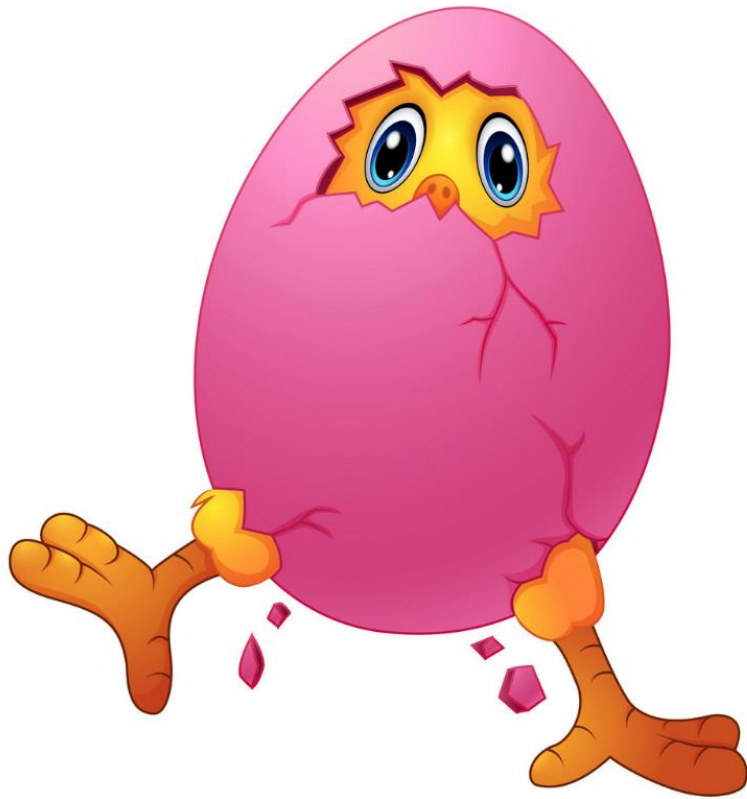


Classified Evaluations Update

- All Classified Employees must be evaluated on an annual basis. Probationary employees shall be given performance evaluations no less than twice during their probationary period.
- Evaluations based on observations or knowledge.
- An employee should not be learning for the first time that his/her performance is below standards in any area through the evaluation process.
- The performance evaluation supports the disciplinary process but it is not a tool for discipline.
- Evaluator and the employee sign the evaluation. Signature serves to acknowledge that the employee has received a copy of the evaluation.



Break



Secondary SAAs

Classified Evaluations

Room 7

