

**COUNTY OF SAN MATEO  
HUMAN RESOURCES DEPARTMENT  
Inter-Departmental Correspondence**

DATE: May 2015

TO: All Management and Supervisory Employees

FROM: Nicole McKay, Employee & Labor Relations Manager

SUBJECT: Employee Relations Bulletin 16  
Family School Partnership Act

This act allows an employee who is a parent, guardian or custodial grandparent with children in a licensed day care facility or in Kindergarten through 12th grade to take up to 40 hours a year to participate in day care or school activities. The employee may use vacation, compensatory or holiday time to take time off to attend these activities. The employee must provide reasonable notice to the employer and the employer is only required to provide up to 8 hours of time off in any given calendar month. Additionally, employers are allowed to request written proof from the school verifying that the employee participated in school activities on the specified date and time.

If you have any questions, please contact your Employee Relations Analyst.