

Leaves of Absence

Workshop Dates & Locations

March 22, 2010

El Dorado COE
6767 Green Valley Road
Rooms B1-B2
Placerville, CA 95667

March 24, 2010

San Bernardino County Superintendent of Schools
West End Educational Service Center
8265 Aspen Avenue
Rancho Cucamonga, CA 91730

Workshop Schedule

8:15 - 9:00 a.m. Registration, coffee, pastries
9:00 - 12:30 p.m. Workshop

Workshop Topics

- I. Family leave and pregnancy disability leave
- II. The basics – types of illness or injury leaves
- III. Differences in leave provisions for classified, certificated and academic employees
- IV. Extended illness leave – differential pay vs. 50% pay
- V. Counting the days
- VI. What to do when the leave runs out
- VII. Industrial vs. non-industrial illness/injury leaves
- VIII. Comparison of statutes
- IX. Sample letters

Workshop Summary

This workshop is specifically designed for school district personnel who must understand, track, explain and monitor leaves of absence. The workshop will focus on:

- Federal Family and Medical Leave Act
- California Family Rights Act
- Pregnancy leave and its impact on other leaves of absence
- Sick leave
- Extended illness leave (five months/100 days)
- Industrial injury leave
- Reinstatement rights

Who Should Attend

- Human resources technicians
- Payroll technicians
- Human resources administrators/directors
- Payroll administrators/directors
- Anyone who wants an overall understanding of the different leaves and how they apply to you.

About the Presenter

Tina Kannarr is a senior associate in the Cerritos office of Atkinson, Andelson, Loya, Ruud & Romo. Ms. Kannarr represents California public school and community college districts and county offices of education in all aspects of education, employment and labor law. Her areas of expertise include employee leave of absence issues, employment discrimination, free speech and religion rights of students and employees and employee conflicts of interests. Ms. Kannarr lectures extensively on all aspects of education and employment law, including programs by the School Employers Association of California, CSBA and ACSA. She is an editor and frequent contributor to the firm's school law publications, and is co-editor of The Legal Handbook for California School Administrators.

Registration Form - Half Day Workshop

A separate registration form must be completed for each participant

Name _____
(Please type or print) Last First Initial

Job Title _____

District/Company _____
(Please give full name of District)

Address _____
(Confirmation will be sent to this address) Street City State Zip

Phone (____) _____ Fax (____) _____ **E-mail** _____
(Required)

Workshop Title _____

Workshop Date ____/____/____ Workshop Location (City) _____

CASBO Member # (If Known) _____ Please check here for permanent address change

Have you changed employers within the last 12 months? _____ If yes, where were you employed? _____

Payment Method

Please circle payment type and check payment amount:

Check/Credit Card/Purchase Order: CASBO Member **\$165** Non-member **\$255**
 LATE/On-site Registration **\$215** CASBO Members (Less than 10 business days
 LATE/On-site Registration **\$305** Non-member prior to the workshop date)

Check/PO # _____

Please make checks payable to CASBO

We accept Visa, Mastercard, Discover and American Express

Credit Card # _____ Exp. Date ____/____

Name on Card _____ Cardholder Signature _____

How to Register

Online: www.casbo.org – Click on Calendar of Events, then filter by Workshop to register online. Credit card payment or purchase order number is required.

By Fax: (916) 447-8990 or (916) 447-3794 – Complete and fax registration form with a copy of the purchase order or credit card number. Copies of checks will not be accepted as registration.

By Mail: **CASBO Professional Development**
1001 K Street, 5th Floor
Sacramento, CA 95814

Complete and mail registration form along with check, credit card number or purchase order.

The **registration deadline** for all workshop locations is **10 business days prior to the workshop date**. If your registration is received less than 10 business days prior to the workshop date, the late registration fees will apply. On-site

registration will be accepted on a space-available basis only, at the late/on-site registration fees. Late and on-site registration may result in participants receiving the workshop materials by mail after the workshop. If the workshop at the location you are interested in attending has reached its capacity, you will be given the choice of an alternative location.

Cancellation Policy

Cancellation requests must be in writing. You may fax your cancellation request to (916) 447-8990. A \$45 fee is charged for cancellations requested 10 business days prior to the workshop date. No refunds are given for requests received less than 10 business days prior to the workshop date. CASBO reserves the right to cancel any workshop with fewer than 25 participants in a single location. If the workshop is canceled by CASBO, enrollees will be given the opportunity to attend the workshop in a different location or obtain a full refund.