



**LOS ANGELES UNIFIED SCHOOL DISTRICT
POLICY BULLETIN**

TITLE: **TIME-REPORTING FOR KIN CARE
ABSENCE**

NUMBER: BUL-1470

ISSUER: Richard J. Knott, Controller
Accounting and Disbursements Division

DATE: January 5, 2005

ROUTING
All Schools and Offices
Administrators
Time Reporters

PURPOSE: The purpose of this bulletin is to provide background and time-reporting instructions on the use of Kin Care absence.

MAJOR CHANGES: New time-reporting code/term and usage period for Kin Care.

BACKGROUND: Labor Code Section 233, which became effective January 1, 2000, allows employees to use six additional days of accrued illness hours as Personal Necessity Leave solely for attending to the illness of a parent, spouse or child. These six days are in addition to the days currently provided by the applicable collective bargaining unit agreement, Board Rule or Personnel Commission Rule. All District employees, as of May, 2000, were allowed up to six additional days of Personal Necessity Leave each fiscal year (July 1 through June 30).

The six additional Personal Necessity days will now be referred to as Kin Care days and will now be provided on a calendar year (January 1st through December 31st) basis. The Kin Care days will be made available in the pay period in which the first working day of January falls, in accordance with Labor Code Section 233.

IMPLEMENTATION: Effective with the 0705 (classified payroll) and 2505 (certificated payroll) pay periods, a new balance will be established of six days for Kin Care and the personal necessity balance will remain the same or be reduced to the maximum personal necessity days, whichever is less. The same Personal Necessity rules apply to the usage of Kin Care, such as an employee must have a sufficient full pay illness balance to use Personal Necessity or Kin Care absence.

INSTRUCTIONS: Effective with the 0705 (classified payroll) and 2505 (certificated payroll), use the time code KN when reporting employees absence due solely for attending to the illness of a parent, spouse or child. On the “Certification and/or Request for Absence for Illness, Injury, New Child”, employees should select item 4E - Illness/Injury/Disability – My Family Member and



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when the relation is that of a parent, spouse or child, the time reporter must report using KN pay code.

ASSISTANCE:

For assistance or further information, time reporters or supervisors/administrators may telephone their Payroll Technician.