

# Employee Attendance and Leave Management

An Interactive Two-Part  
Human Resources Webinar Series



Attendees will also be added to  
the SSC HR Listserv

## ABOUT THE WEBINAR

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 federal and state laws, a local collective bargaining agreement, board policies, and local practice. In addition, understanding and managing Reasonable Accommodation requests under the Americans with Disabilities Amendment Act can be particularly taxing for human resources (HR) departments if not managed in compliance with the law. This webinar will provide participants with operational advice on how to effectively manage employee leaves, and as well as how to minimize complaints of discrimination in the workplace 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. Weave 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, maintaining accurate documentation, and having clearly written communication regarding leave entitlements.

From the larger LEA to the smaller, the management of employee attendance is an essential function of the business and HR departments. It is critical that LEAs have an effective employee leave program established, due to the substantial fiscal impacts of employee leave and workplace accommodations and their influence on operational efficiency and employee relations. This two-part webinar series will provide HR and fiscal services staff with the tools they need to evaluate their current employee's leave status, provide leave consistent with current laws and regulations, and move toward operational efficiency and best practices. Attendees will also be added to the SSC HR Listserv for networking opportunities with other LEA HR professionals and to receive new information as it unfolds.

## WEBINAR TOPICS:

- 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
- Leave timelines
- The Americans with Disabilities Amendment Act
- Developing an effective interactive process
- Roles and responsibilities of HR and fiscal services
- Best practices in establishing a leave program
- Collective Bargaining Agreement Compliance

## PRESENTED BY:

**Danyel Conolley**

Director, Management  
Consulting Services

**Charlene Quilao**

Assistant Director, Management  
Consulting Services

**Suzanne Speck**

Executive Vice President

## DATES AND TIMES:

**Part 1: May 25, 2021**

9:00 a.m.–10:30 a.m.

**Part 2: May 27, 2021**

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](http://www.sscal.com/workshops)

**Email** a completed registration form  
(including purchase order or credit card  
number) to [michelleb@sscal.com](mailto: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 May 25, 2021 and May 27, 2021**

**Programs Begin: 9:00 a.m. ■ Programs Adjourn: 10:30 a.m.**  
 To confirm registration, please send an email to: michelleb@sscal.com

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

<b>Attendee #1 Name (required):</b>	<b>Attendee #3 Name (required):</b>
<b>Attendee #1 Email Address (required):</b>	<b>Attendee #3 Email Address (required):</b>
<b>Attendee #2 Name (required):</b>	<b>Attendee #4 Name (required):</b>
<b>Attendee #2 Email Address (required):</b>	<b>Attendee #4 Email Address (required):</b>

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

<p style="text-align: center;"><b>PAYMENT OPTIONS</b></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.)—For clients only</p>	<p style="text-align: center;"><b>CHECK PAYMENT</b></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><b>Note: For faster processing, please also email or fax your registration form with a copy of the check.</b></p>	<p style="text-align: center;"><b>PURCHASE ORDER/CREDIT CARD PAYMENT</b></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 <a href="mailto:michelleb@sscal.com">michelleb@sscal.com</a></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](mailto: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](mailto:michelleb@sscal.com) if you have any questions.**