

PROCEDURE FOR SCHOOL ACTIVITIES LEAVE

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Procedure Introduction

Employees should request leave under this policy with as much advanced notice as possible by contacting the HR Service Center. In the event of an emergency, employees must notify a Leave Specialist or HR Partner as soon as practicable of the need to take such leave. The Leave Specialist or HR Partner may ask the employee to reschedule the activity but may not deny a request.

Supervisors and Deans or Department Chairs with questions regarding the application of this policy should consult the HR Service Center for additional guidance.

Responsibilities

POSITION or OFFICE	RESPONSIBILITIES
HR Service Center	1. Support the employee, supervisors and Deans or Department Chairs with questions and application of the policy
Human Resources Partner ("HRP") or Leave Administration Specialist ("LAS")	1. Ensures the employee has the appropriate forms, and information for understanding their school activities leave 2. Manages requests for school activities leave, including reviewing the employee's leave requests, collecting required forms, if applicable, and placing the employee on leave, pursuant to this policy 3. Manages the use of Vacation Time or PTO Time, if applicable, during approved school activities leaves 4. Manages the return-to-work process
Leave Administration Department	1. Revises the policy based on changes in State and Federal legislation 2. Manages escalations received from HRP and LAS.

Procedure Details

Action #	Responsible Stakeholder	Details
1.0	Employee	Discuss time off with Supervisor or Dept. Head
2.0	Supervisor	Ask Employee to contact HR Service Center or HR Partner
3.0	Leave of Absence Specialist (LAS) or HR Partner	Provide guidance on time-off
4.0	Employee or LAS	Submit time-off request in Workday
5.0	Supervisor; LAS; HR Partner	Approve time-off request
6.0	Employee	Notify Supervisor/HR Partner/LAS of return to work or if additional time-off is needed

Definitions

Term	Definition
Parents	Biological parent, adoptive parent, foster parent, stepparent or legal guardian, grandparents, or a person who stands in loco-parentis (in the place of a parent) to a child.

Compliance

USC expects all employees, supervisors, Deans of Faculty, Department Chairs, and HR Partners to act in good faith when requesting and approving leaves of absence and time-off under this policy. In the event USC becomes aware that actions taken do not align with the policy, corrective and disciplinary steps may be pursued.

Relevant Forms and Tools

N/A

Contacts

Please direct any questions regarding this procedure to:

OFFICE	PHONE	EMAIL
HR Service Center	(213) 821-8100	uschr@usc.edu
Leave Administration Specialist ("LAS")	(213) 821-8100	uschr@usc.edu
Leave Administration	(213) 821-8100	leaveadmin@usc.edu