



**DATE:** February 28, 2024

**TO:** Board of Education

**FROM:** Mrs. Kerstin Kramer, Superintendent Chief Learning Officer

**SUBJECT:** Approve the Proposed Revisions to Administrative Regulations  
4161.2/4261.2/4361.2 - Personal Leaves

**PRESENTED BY:** Michael Shepherd, Executive Director of Human Resources

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**ACTION REQUESTED**

Approve the proposed revisions to Administrative Regulations 4161.2/4261.2/4361.2 - Personal Leaves.

**BACKGROUND INFORMATION**

Administrative Regulations 4161.2/4261.2/4361.2 Personal Leaves are being updated to reflect NEW LAW AB 1949, 2022, which requires a district to provide up to five days of bereavement leave to a qualified employee for the death of a family member, and provide clarifying language regarding the definitions of "family member" and "immediate family" and implications for bereavement leave. Regulations are also updated to reference NEW LAW AB 1041, 2022, which expands the definition of a family member for whom an eligible employee may take leave to care for, to include a "designated person."

**RESOURCES REQUIRED:** N/A

**PREPARED BY:** Tichelle Criswell, Administrative Assistant for Mike Shepherd, Executive Director of Human Resources

Attachments: Administrative Regulations