Kin Care Fundamentals
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Kin Care Quiz

Quiz Answers
What is Kin Care?

Kin Care is a paid, protected leave under the California Labor Code (Labor Code 233).

Kin Care allows employees to use a portion of their full-pay illness balance to attend to the illness of a child, parent, spouse, or domestic partner.
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What is meant by a protected leave?

This means that an employer shall not deny an eligible employee the right to use the leave or discriminate against the employee in any manner for attempting to use the leave.
How are employees paid under Kin Care?

Time taken for Kin Care is charged to the employee’s full-pay illness time. Employees must have a sufficient full-pay illness balance to charge the time taken for Kin Care.
How much Kin Care can I take?

Regular status LAUSD employees can use up to six days of their full-pay illness per calendar year (January 1st to December 31st) for Kin Care.
Under what circumstances can I use Kin Care?

Kin Care can be used to attend to an illness of a child, parent, spouse, or domestic partner of the employee.
**Do I need to present a doctor’s certification for the ill family member?**

No. A doctor’s certification is not required for the ill family member in order to take Kin Care. However, under certain circumstances, a doctor’s note may be required. Please refer to the applicable Bargaining Agreement.
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How do I request Kin Care?

You need to submit to your supervisor a completed “Certification/Request of Absence For Illness, Family Illness, New Child” (Form No. 60.ILL) for signature. Select 4E – “Illness/Injury/Disability – My Family Member—Kin Care requested.” This form can be obtained from your site administrator or on the LAUSD website.
How is Kin Care time reported?

Time reporters record the absence using code "KC." If the employee is also on FMLA/CFRA to care for a serious health condition of a spouse, domestic partner, child or parent as certified by a health care provider, time reporters record the absence as FCKC. In either case the time will be charged to the employee’s full-pay illness balance.
What happens if I have already used my six days of Kin Care within the calendar year and need to care for a family member?

If you have already used the six days of Kin Care allotted in the calendar year, but still have a full-pay illness balance, you can be compensated for the time off by requesting Personal Necessity. The amount of Personal Necessity that can be used per year is based on the fiscal year (July 1 to June 30). (Continued on next slide)
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What happens if I have already used my six days of Kin Care within the calendar year and need to care for a family member?

The number of days that can be taken varies by employee group. Union-represented employees should consult their collective bargaining agreement; Classified District-represented employees such as confidential employees and managers should refer to Personnel Commission Rule 807 for additional information regarding Personal Necessity.
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What happens if I have used all of my full-pay illness time?

Because Personal Necessity and Kin Care can only be charged to full-pay illness (neither can be charged to half-time illness), you will not be able to take Kin Care or Personal Necessity.

In order to be compensated, you can request vacation time from your supervisor. Vacation requests must be approved by your supervisor and will be paid as long as you have a vacation balance from which to charge the time.
**Does Kin Care run concurrently (at the same time) with FMLA/CFRA?**

Yes. Kin Care runs concurrently with FMLA/CFRA if you are taking leave to care for a serious health condition of a spouse, domestic partner, child or parent as certified by a health care provider.

Because FMLA/CFRA is unpaid, taking Kin Care and/or Personal Necessity under these circumstances would allow you to receive compensation as long as you have a full-pay illness balance in which to charge the time.
Can I use Kin Care for bonding with a new child in the family?

No. Unfortunately, bonding with a new child is not a benefit of Kin Care.
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**Kin Care Quiz**

What is the purpose of Kin Care?
___ To care for ill parents
___ To care for ill children
___ To care for ill parents, children, spouse or domestic partner

Is Kin Care a protected leave?
___ Yes
___ No

What is meant by “protected leave?”
___ You are protected from using your vacation time
___ You are protected from using illness time
___ You are protected from discrimination
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*Kin Care Quiz (cont.)*

The amount of Kin Care that can be taken is:
- ___Six days per calendar year
- ___Six days per fiscal year
- ___Six days per academic year

Kin Care is charged to my:
- ___Half-pay illness balance
- ___Full-pay illness balance
- ___Vacation time
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Kin Care Quiz Answers

What is the purpose of Kin Care?
___ To care for ill parents
___ To care for ill children
x To care for ill parents, children, spouse or domestic partner

Is Kin Care a protected leave?
x Yes
___ No

What is meant by “protected leave?”
___ You are protected from using your vacation time
___ You are protected from using illness time
x You are protected from discrimination
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**Kin Care Quiz Answers (cont.)**

The amount of Kin Care that can be taken is:

- [x] Six days per calendar year
- [ ] Six days per fiscal year
- [ ] Six days per academic year

Kin Care is charged to my:

- [ ] Half-pay illness balance
- [x] Full-pay illness balance
- [ ] Vacation time