

Frequently Asked Questions (FAQs): For Supervisors and Managers

2026 LA County Employee Wellness Through the Arts Week

This Supervisor/Manager FAQ is intended to provide consistent information on employee participation in the LA County Employee Wellness Through the Arts Week (May 11–15, 2026). It summarizes participation parameters, supervisory considerations, and common administrative questions (for example, approval processes, timekeeping, and documentation). Departments and supervisors retain discretion to approve participation based on operational needs and applicable department policies, while supporting employee wellness where feasible.

Q: Do employees need supervisor/manager approval prior to attending?

A: Yes. Employees must obtain supervisor or manager approval in advance. Departments are encouraged to support employee participation in this County-sponsored event for four hours on County time, when operationally feasible.

Q: May employees attend on County time?

A: Yes, with prior supervisor or manager approval. Approved participation may occur on County time, and employees do not need to request vacation or personal leave for the approved time-period.

Q: What are the event dates and hours?

A: The events take place **Monday through Friday, May 11–15, 2026**. Venue-specific dates and times will vary. Supervisors and employees should refer to lacountyarts.org-la-county-arts-and-culture-week for participating venues, schedules, and any reservation requirements.

Q: How much time may an employee be approved to attend?

A: Participation time is at the department and supervisor/manager discretion, consistent with operational needs. To allow sufficient time for travel and participation in the venue's activities (e.g., special tours), departments are encouraged to support participation for four hours on County time, when feasible.

Q: Are temporary County employees eligible to attend?

A: Yes, if the employee has a County-issued badge and a six-digit County employee number (for example, c123456). Temporary employees must also obtain prior supervisor approval to attend during County time.

Q: Is this opportunity limited to County employees?

A: Yes. Participation is exclusively for County employees with a County-issued badge that includes a six-digit County employee number (for example, e123456).

Q: May employees bring family members or guests?

A: No. Admission and special access are exclusively for eligible County employees.

Q: Do venues require advance registration, or is entry open?

A: Requirements vary by venue. Some may require advance registration, while others may offer open entry. Supervisors can direct employees to review details at lacountyarts.org-la-county-arts-and-culture-week, including reservation requirements, dates, and times.

Q: What approval process should employees follow to request time?

A: Employees should follow the department's standard process for requesting approval to attend a work event during County time. Supervisors may want to request the employee's preferred venue, date/time, estimated time away, and coverage plan to support scheduling decisions.

Q: Will events occur during work hours only, or are there after-hours options?

A: Participation is intended to occur during regular work hours with supervisor approval. Some venues may offer experiences outside traditional work hours; attendance outside work hours would be on the employee's personal time and would not require County timekeeping.

Q: Is there any cost to employees to attend?

A: No. Participating venues are offering free admission or special-access experiences exclusively for County employees. Please note, some venues do not have free parking.

Q: Will transportation be provided?

A: No. Employees are responsible for their own transportation to and from participating venues.

Q: What should employees bring?

A: Employees should bring their County ID/employee badge for verification. Comfortable walking shoes are recommended.

Q: Is there a special timecard or payroll code for attending?

A: No. There is no special payroll or timekeeping code for this event. Employees should code their time as they normally would, consistent with department timekeeping practices and supervisor direction for approved work time.

Q: What documentation may supervisors request as proof of attendance?

A: Documentation processes may vary by venue. Participating venues may have a flyer, postcard, program, or brochure available for attendees to take as proof of attendance. Some venues may have sign-in sheets. Supervisors should communicate their expectations in advance (for example, “bring back any venue handout” or “confirm attendance via email upon return”).

Q: What if an employee cannot participate during the designated week?

A: Participation is limited to May 11–15, 2026. Employees who cannot attend should be encouraged to look out for future County wellness and arts-related opportunities.

Q: How will supervisors and employees receive updates or announcements?

A: Updates, participating venue information, and other details will be shared through Countywide email communications and posted on the Department of Arts and Culture webpage at lacountyarts.org-la-county-arts-and-culture-week.