

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: May 22, 2024

To: The City Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **ORDINANCES AMENDING LOS ANGELES ADMINISTRATIVE CODE SECTIONS 4.126, 4.129, AND 4.130 - ALLOWANCE FOR SICK LEAVE, FAMILY AND MEDICAL LEAVE – PAID PARENTAL TIME, AND PERSONAL LEAVE TO PROVIDE LEAVE BENEFIT ADJUSTMENTS FOR NON-REPRESENTED EMPLOYEES**

RECOMMENDATIONS

The City Administrative Officer (CAO) recommends the following actions by the City Council and Mayor:

1. That the City Council, subject to the approval of the Mayor:
 - A. Adopt the attached ordinance, approved as to form and legality by the City Attorney, amending Section 4.126 of the Los Angeles Administrative Code, pertaining to Allowance for Sick Leave, to increase the cash payment of accumulated sick leave hours;
 - B. Adopt the attached ordinance, approved as to form and legality by the City Attorney, amending Section 4.129 of the Los Angeles Administrative Code, pertaining to Family and Medical Leave – Non-Represented Employees, to convert the Paid Parental Time from a pilot program to a permanent provision, increase the amount of Paid Parental Time from six weeks to 12 weeks, and update language for consistency; and
 - C. Adopt the attached ordinance, approved as to form and legality by the City Attorney, amending Section 4.130 of the Los Angeles Administrative Code, pertaining to Personal Leave – Non-Represented Employees, to supersede temporarily the Personal Leave provisions and implement a Personal Leave and Hourly Unspecified Holiday Time Pilot Program from March 24, 2024, through December 31, 2028, and to update language for consistency.
2. That the City Council authorize the Controller and the CAO to correct any clerical or technical errors in the above ordinances.

SUMMARY

On March 1, 2024, the Executive Employee Relations Committee issued instructions to provide non-represented classifications with the same leave benefit adjustments as represented classifications. These leave benefit adjustments for represented and non-represented classifications were approved by the City Council on April 17, 2024 (C.F. [24-0427](#)).

The ordinances submitted herein amend Los Angeles Administrative Code (LAAC) Sections 4.126, 4.129, and 4.130 to allow leave benefit adjustments for non-represented classifications as described below:

Sick Leave – Excess Sick Payout Pilot Program effective December 31, 2023, through December 23, 2028

- At the end of each calendar year for the duration of the pilot program, any unused balance of accumulated and current 100% sick leave time that exceeds 800 hours shall be compensated by a cash payment of 100% of the current salary rate (increased from 50%).
- An employee who retires or is eligible to retire and dies prior to retirement, any balance of accumulated sick leave at full pay up to a maximum of 800 hours remaining unused at the time of retirement or death shall be compensated by a cash payment of 100% of the employee's salary rate (increased from 50%).
- An employee who retires or is eligible to retire and dies prior to retirement, any balance of accumulated sick leave at 50% of full pay shall be compensated by a cash payment of 50% of the employee's salary rate (increased from 25%).

Paid Parental Time – Effective March 24, 2024

- The Paid Parental Pilot program shall become permanent and the amount of time off granted shall increase from six (6) weeks to twelve (12) weeks.

Personal Leave – New pilot program effective December 31, 2023

- On January 1st of each year:
 - Full-time employees shall receive 24 hours of Personal and 16 hours of Hourly Unspecified Holiday time.
 - Part-time employees shall receive up to 24 hours of Personal Leave time and up to 16 hours of Hourly Unspecified Holiday time based on a proration of 0.0192 hours for each hour worked during the prior calendar year.
- Unused Personal Leave (a maximum of 24 hours) at the end of each calendar year shall be compensated by cash payment.

FISCAL IMPACT

Any costs associated with the ordinances amending Sections 4.126, 4.129, and 4.130 of the LAAC will be absorbed within budgeted funds for Fiscal Year 2023-24.

MWS:MCB:PAG:MAU:RG:0724186

Attachments