

ORDINANCE NO. _____

An ordinance amending Section 4.130 of the Los Angeles Administrative Code, pertaining to Personal Leave - Non-Represented Employees, to supersede temporarily the Personal Leave provisions in Subsections (a) and (c) and implement a Personal Leave and Hourly Unspecified Holiday Time pilot program as provided in Subsection (d), from March 24, 2024, through December 31, 2028, and to update language for consistency.

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

Section 1. Section 4.130 of the Los Angeles Administrative Code is amended in its entirety to read as follows:

Sec. 4.130. Personal Leave – Non-Represented Employees.

(a) Except as set forth in Subsection (d), below, effective February 28, 2021, each full-time, non-represented employee, in addition to all other compensatory time, shall receive 40 hours per calendar year as Personal Leave. Personal Leave is defined as leave for any event requiring an employee's immediate attention. Personal Leave shall only be taken in the calendar year in which it is credited and, if not taken, such time shall be deemed waived and lost. Personal Leave shall be taken in no less than one-hour increments. No employee shall be entitled to Personal Leave until the employee has completed six (6) months of City service (180 calendar days from the date of hire). Under no circumstances shall such time be compensated in cash upon separating from City service, retirement, or transfer from a non-represented position to a position represented by a bargaining unit, or for any other reason. From March 24, 2024 through December 31, 2028 only, this subsection shall be superseded by the provisions in Subsection (d), below.

(b) Effective February 28, 2021, for calendar year 2021 only, each part-time, non-represented employee, as defined by Section 4.110(a) and (b) of this Code, in addition to all other compensatory time, shall receive Personal Leave as listed below. All other terms and conditions as provided for full-time employees in Subsection (a) above are applicable.

1. Half-time - Civil Service: 20 hours
2. Half-time - Civil Service Exempt: 10 hours
3. Intermittent - Civil Service or Civil Service Exempt: 5 hours

(c) Except as set forth in Subsection (d), below, effective calendar year 2022, each part-time, non-represented employee, as defined by Section 4.110(a) and (b) of this Code, in addition to all other compensatory time, shall accrue Personal Leave on

the basis of the total number of hours worked in the prior calendar year in relationship to the total number of hours required for full-time employment, not to exceed 40 hours in a calendar year. All other terms and conditions as provided for full-time employees in Subsection (a) above are applicable. From March 24, 2024 through December 31, 2028 only, this subsection shall be superseded by the provisions in Subsection (d), below.

(d) The City hereby implements a Personal Leave and Hourly Unspecified Holiday Time pilot program, which shall be in effect from March 24, 2024 through December 31, 2028, inclusive. Hourly Unspecified Holiday Time may be taken in one-hour increments and is available to employees who are eligible for Personal Leave. Hourly Unspecified Holiday Time shall only be taken in the calendar year in which it is credited and, if not taken, such time shall be deemed waived and lost.

1. Personal Leave and Hourly Unspecified Holiday Time for Calendar Year 2024.

Any unused Personal Leave time credited to an employee in calendar year 2024, as provided in Subsection (a) above, shall be treated as follows:

A. Full-Time Employees.

(1) Effective March 24, 2024, a maximum of 24 unused hours of the 40 hours of Personal Leave provided under Subsection (a) above, shall remain as Personal Leave.

(2) Effective March 24, 2024, any remaining unused hours in excess of the 24 hours provided in Subparagraph (1) above shall be converted to Hourly Unspecified Holiday Time (maximum of 16 hours).

(3) Employees on active payroll status as of December 31, 2024, who have any unused balance of Personal Leave hours (maximum of 24 hours) as provided in Subparagraph (1) above shall be compensated by cash payment at 100% of the employee's salary rate as of December 31, 2024. The payment shall be issued as soon as practicable after the end of calendar year 2024.

B. Part-Time Employees – Half Time and Intermittent.

(1) Effective March 24, 2024, a maximum of 60% of any remaining unused hours in an employee's Personal Leave bank shall remain as Personal Leave time.

(2) Effective March 24, 2024, any remaining unused hours in excess of 60% of the hours provided in Subparagraph (1) above shall be converted to Hourly Unspecified Holiday Time.

(3) Employees on active payroll as of December 31, 2024, who have any unused balance of hours as provided in Subparagraph (1) above, shall be compensated by cash payment at the employee's salary rate as of December 31, 2024. The payment shall be issued as soon as practicable after the end of calendar year 2024.

2. Personal Leave and Hourly Unspecified Holiday Time for Calendar Years 2025, 2026, 2027, and 2028.

A. Full-Time Employees.

(1) On January 1 of calendar years 2025, 2026, 2027, and 2028, each full-time employee shall, in addition to all other compensatory time, receive 24 hours of Personal Leave.

(2) On January 1 of calendar years 2025, 2026, 2027, and 2028, each full-time employee shall, in addition to all other compensatory time, receive 16 hours of Hourly Unspecified Holiday Time.

(3) Employees on active payroll status as of December 31 of calendar years 2025, 2026, 2027, and 2028 who have any unused balance of hours as provided in Subparagraph (1) above, shall be compensated by cash payment at the employee's salary rate as of December 31, of each calendar year. The payment shall be issued as soon as practicable after the end of each calendar year.

B. Part-Time Employees - Half Time and Intermittent.

(1) On January 1 of calendar years 2025, 2026, 2027, and 2028, each part-time employee shall, in addition to all other compensatory time, receive up to 24 hours of Personal Leave time based on a proration of 0.0192 hours for each hour worked during the prior calendar year.

(2) On January 1 of calendar years 2025, 2026, 2027, and 2028, each part-time employee shall, in addition to all other compensatory time, receive 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.

(3) Employees on active payroll status as of December 31 of calendar years 2025, 2026, 2027, and 2028, who have any unused balance of hours as provided in Subparagraph (1) above,

shall be compensated by cash payment at the employee's salary rate as of December 31 of each calendar year. The payment shall be issued as soon as practicable after the end of each calendar year.


The Personal Leave and Hourly Unspecified Holiday Time pilot program shall expire at the end of December 31, 2028.

Sec. 2. This ordinance shall be effective upon publication, pursuant to Charter Section 252(g).

Sec. 3. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

Approved as to Form and Legality

HYDEE FELDSTEIN SOTO, City Attorney

By 
VIVIENNE SWANIGAN
Assistant City Attorney

Date May 2, 2024

File No. _____

M:\Muni Counsel\CAO ORDINANCES\LAAC Ord Amend 4.130 Personal Leave Provisions_final.docx

The Clerk of the City of Los Angeles hereby certifies that the foregoing ordinance was passed by the Council of the City of Los Angeles.

CITY CLERK

MAYOR

Ordinance Passed _____

Approved _____