

ORDINANCE NO. _____

An ordinance adding Section 4.130 to the Los Angeles Administrative Code to provide a Personal Leave benefit for non-represented employees, effective February 28, 2021.

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

Section 1. A new Section 4.130 is added to Article 10, Chapter 2, Division 4 of the Los Angeles Administrative Code to read as follows:

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

(a) 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 satisfactory City service. 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.

(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) 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.

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

MICHAEL N. FEUER, City Attorney

By 
VIVIENNE SWANIGAN
Assistant City Attorney

Date 3/1/2021

File No. _____

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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 _____