

**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: March 2, 2021

To: The City Council

From: Richard H. Llewellyn, Jr., City Administrative Officer 

Subject: **ESTABLISHMENT OF PERSONAL LEAVE FOR NON-REPRESENTED  
EMPLOYEES – ORDINANCE ADDING LOS ANGELES ADMINISTRATIVE  
CODE SECTION 4.130**

**RECOMMENDATIONS**

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

1. That the City Council, subject to the approval of the Mayor, adopt the attached ordinance, approved as to form and legality by the City Attorney, amending the Los Angeles Administrative Code to add a new Section 4.130 to provide a personal leave benefit for non-represented employees; and
2. That the City Council authorize the Controller and the City Administrative Officer to correct any clerical errors, or, if approved by the City Attorney, any technical errors in the above ordinance.

**SUMMARY**

In accordance with instructions from the Executive Employee Relations Committee, an ordinance is submitted herein to provide a personal leave benefit for non-represented employees consistent with the personal leave benefit provided to represented employees in the City's civilian memoranda of understanding. The personal leave benefit affords full-time employees 40 hours of compensated time per calendar year to use for an event requiring an employee's immediate attention. Half-time and intermittent employees will be entitled to a pro-rated number of hours of personal leave based on their hours worked in the prior calendar year. Unused personal leave cannot be carried over to subsequent calendar years or cashed out upon separation from City service.

## **FISCAL IMPACT**

Any cost associated with non-represented employees using personal leave will be absorbed within budgeted funds.

*RHL:DB:CEC:0721106*

Attachments