

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

Date: January 24, 2022

To: The City Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **UPDATED VACATION PROVISIONS - ORDINANCES AMENDING LOS ANGELES ADMINISTRATIVE CODE SECTIONS 4.244, 4.245, 4.246, AND 4.252**

**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:
  - A. The attached ordinance, approved as to form and legality by the City Attorney, amending Section 4.244 of the Los Angeles Administrative Code, pertaining to Vacation Definitions, to provide clarifying and updated language and revise the order of the listed definitions;
  - B. The attached ordinance, approved as to form and legality by the City Attorney, amending Section 4.245 of the Los Angeles Administrative Code, pertaining to Monthly Vacation Credit - Length of Vacation to provide updated language and add a paragraph regarding prorated vacation for half-time employees;
  - C. The attached ordinance, approved as to form and legality by the City Attorney, amending Section 4.246 of the Los Angeles Administrative Code, pertaining to Deductible Absences, in computing the accrual of monthly vacation credits, to provide clarifying and updated language; and
  - D. The attached ordinance, approved as to form and legality by the City Attorney, amending Section 4.252 of the Los Angeles Administrative Code, pertaining to Vacations for Employees Engaged in Part-time Work, to add the number of hours for full-time employment, which is used as the basis for calculating prorated vacation for half-time employees.

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 ordinances.

## **SUMMARY**

This Office has been engaged in the process of updating several vacation-related provisions in the Los Angeles Administrative Code (LAAC) toward the goal of providing clarifying and updated language to ensure accurate and consistent application of the current provisions. Staff in the Controller's Office and the Police Department were instrumental in assisting in that process. The four ordinances submitted herein reflect the outcome of those concerted efforts, and provide needed updates to LAAC Sections 4.244, 4.245, 4.246, and 4.252.

## **FISCAL IMPACT**

There are no costs associated with the technical changes reflected in the attached ordinances.

*MWS:PAG:CEC:0722080*

Attachments