



**MICHAEL N. FEUER**  
CITY ATTORNEY

REPORT NO. R 22-0007  
JAN 13 2022

**REPORT RE:**

**DRAFT ORDINANCE 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**

The Honorable City Council  
of the City of Los Angeles  
Room 395, City Hall  
200 North Spring Street  
Los Angeles, California 90012

Honorable Members:

This Office has prepared and now transmits for your consideration, the enclosed draft ordinance, approved as to form and legality. The draft ordinance would amend Section 4.245 of Article 1, Chapter 6, Division 4 of the Los Angeles Administrative Code to provide updated language and add a paragraph regarding prorated vacation for half-time employees.

Rule 38 Referral

A copy of the draft ordinance was sent, pursuant to Council Rule 38, to the City Administrative Officer (CAO). The CAO recommends adoption of the draft ordinance.

If you have any questions regarding this matter, please contact Assistant City Attorney Vivienne Swanigan at (213) 978-7182. She or another member of this Office will be available when you consider this matter to answer questions you may have.

Sincerely,

MICHAEL N. FEUER, City Attorney

By 

DAVID MICHAELSON  
Chief Assistant City Attorney

DM:VAS:pj  
Transmittal