

ORDINANCE NO. _____

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

Section 1. The first paragraph of Section 4.245 of Article 1, Chapter 6, Division 4 of the Los Angeles Administrative Code is amended to read as follows:

Each employee, excluding general managers, as defined in Section 4.321, and non-represented assistant general managers, who has completed his/her Qualifying Year shall be entitled to the following number of vacation days with full pay, based on the number of Years of Service completed, accrued and credited at the rates indicated, subject to deductions for absences as provided in Section 4.246 of this Code:

Sec. 2. A new last paragraph, following the existing chart on number of vacation days and monthly accrual rate, is added to Section 4.245 of Article 1, Chapter 6, Division 4 of the Los Angeles Administrative Code to read as follows:


The number of vacation days and the monthly accrual rate for half-time employees shall be prorated based on hours worked in the preceding three pay periods in relation to full-time employment of 80 hours per pay period.

Sec. 3. This ordinance shall be effective upon publication, pursuant to Charter Section 252(g).

Sec. 4. 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 1/6/22

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 _____