

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: March 29, 2023

To: The City Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **BEREAVEMENT LEAVE - ORDINANCE AMENDING LOS ANGELES ADMINISTRATIVE CODE SECTION 4.127.1(d) FOR NON-REPRESENTED EMPLOYEES**

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 Los Angeles Administrative Code Section 4.127.1(d) pertaining to two additional days of Bereavement Leave 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

Los Angeles Administrative Code (LAAC) Section 4.127.1 "Allowances for Leave because of Family Deaths" commonly referred to as "Bereavement Leave" provides for a maximum of three working days at full pay for each occurrence of a death in the employee's immediate family, as defined in LAAC Section 4.127.1(a). In addition, under LAAC Section 4.127(d) an employee who has accrued, unused sick leave has been entitled to use up to two additional days of sick leave for Bereavement Leave when a minimum 1,500 miles of travel one way was required.

Effective January 1, 2023, AB 1949 removed the requirement for travel in order for an employee to be allowed to use accrued, unused sick leave for two additional days of Bereavement Leave. AB 1949 allows for two additional days either to be unpaid, or paid using an employee's accrued unused sick leave, vacation, personal leave, or compensatory time off, at the employee's discretion. Family member as defined under AB 1949 is less expansive than the list of covered immediate family members under LAAC Section 4.127.1(a). For ease of

administration, we recommend that the two additional days of Bereavement Leave be available for use by non-represented employees for currently covered immediate family members.

For the City's represented employees, Bereavement Leave provisions in applicable Memoranda of Understanding are being updated through the meet and confer process to comply with AB 1949.

FISCAL IMPACT

Any cost associated with travel no longer being a requirement for an employee to use up to two additional days of Bereavement Leave by using either unpaid leave or paid unused, accrued compensatory time is estimated to be *de minimis*.

MWS:PAG:CEC:0723115

Attachment