

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Section 4.119 of the Los Angeles Administrative Code, pertaining to Legal Holidays for Employees, to add the Juneteenth (June 19) holiday for non-represented employees.

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

Section 1. Subsection (a) of Section 4.119 of the Los Angeles Administrative Code is amended to read as follows:

(a) Notwithstanding any provisions of the LAAC that may conflict, the following days shall be treated as holidays:

1. New Year's Day (January 1).
2. Martin Luther King's Birthday (the third Monday in January).
3. Washington's Birthday (the third Monday in February).
4. Cesar E. Chavez's Birthday (the last Monday in March).
5. Memorial Day (the last Monday in May).
6. Juneteenth (June 19).
7. Independence Day (July 4).
8. Labor Day (the first Monday in September).
9. Indigenous Peoples Day (the second Monday in October).
10. Veterans Day (November 11).
11. Thanksgiving Day (the fourth Thursday in November).
12. The Friday after Thanksgiving Day.
13. Christmas Day (December 25).
14. Any day or portion thereof declared to be a holiday by proclamation of the Mayor and the concurrence of the City Council by resolution.
15. One unspecified holiday. Two unspecified holidays commencing in calendar year 2017.

16. Effective November 25, 2017, in addition to the unspecified holidays provided in Subsection (a)15 above, every full time non-represented employee who has completed fifteen (15) years of active full-time City service by the end of Pay Period 11 in each year starting in 2017, excluding the time in which the employee left City service or was employed by the Department of Water and Power, shall be entitled to five (5) additional unspecified holidays for a total of seven (7) per calendar year, which shall be credited in the pay period in which January 1 occurs each year, commencing in calendar year 2018.

Sec. 2. Subsections (b), (c), (e), (f), and (i) of Section 4.119 of the Los Angeles Administrative Code are amended to read as follows:

(b) When any holiday from 1 through 13 above falls on a Sunday, it shall be observed on the following Monday.

(c) When any holiday from 1 through 13 above falls on a Saturday, it shall be observed on the preceding Friday.

(e) Whenever a holiday from 1 through 15 above occurs during an employee's regularly scheduled workweek, eight (8) hours of paid leave for that holiday shall not be counted for the purpose of computing overtime pay for work performed after forty (40) hours.

(f) An employee shall be entitled to compensation for the appropriate number of hours of paid leave for holidays from 1 through 14 above if the employee worked his/her assigned shift immediately before and after the holiday, or prior to such holiday Management has authorized the employee to take paid time off (such as sick leave or vacation) in lieu of the requirement to work said shifts.

(i) FLSA non-exempt employees working in excess of eight (8) hours on any holiday listed from 1 through 14 above shall be paid at the appropriate holiday pay rate for his/her class. Employees shall not receive both overtime and holiday premium pay for the same hours.

Sec. 3. Subdivision 6 of Subsection (m) of Section 4.119 of the Los Angeles Administrative Code is amended to read as follows:

6. In addition to provisions outlined in this subsection that govern the application and use of an unspecified holiday, any outstanding accrued unspecified holidays as provided for in Subsection (a)16 above that are not taken prior to a non-represented employee transferring, reverting, promoting, demoting, or otherwise leaving employment from a qualified non-represented to a represented classification shall forfeit said unused unspecified floating holidays. If the number of unspecified holidays allowed in the new bargaining unit has been previously taken as a non-represented employee in the same calendar year the

year in which a change in representation occurs, no additional unspecified holidays may be accumulated or taken.


Sec. 4. Sections 1 through 3 shall be operative on June 18, 2023.

Sec. 5. This ordinance shall be effective upon publication, pursuant to Charter Section 252(g).

Sec. 6. 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

HYDEE FELDSTEIN SOTO, City Attorney

By   
VIVIENNE SWANIGAN  
Assistant City Attorney

Date 5/30/2023

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

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\_\_\_\_\_

Ordinance Passed \_\_\_\_\_

Approved \_\_\_\_\_