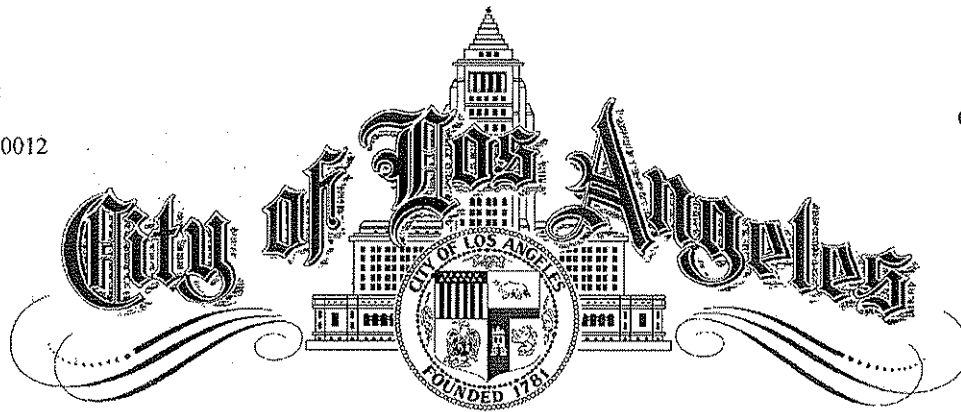


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CARMEN A. TRUTANICH
City Attorney

REPORT NO. R 1 2 - 0 2 3 8
JUL 2 6 2012

REPORT RE:

**DRAFT ORDINANCE TO AMEND SECTION 4.120 OF THE LOS ANGELES
ADMINISTRATIVE CODE TO DELETE UNPAID HOLIDAYS FOR NON-
REPRESENTED EMPLOYEES DURING FISCAL YEAR 2012-13**

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

Honorable Members:

Pursuant to your request, this Office has prepared and now transmits for your consideration the enclosed draft ordinance, approved as to form and legality. This ordinance would amend Section 4.120 of the Los Angeles Administrative Code to delete unpaid holidays for non-represented employees during Fiscal Year 2012-13.

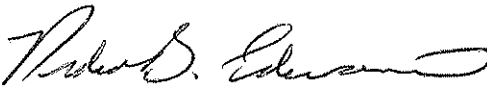
Council Rule 38 Referral

Pursuant to Council Rule 38, the ordinance was referred to the City Administrative Officer (CAO). The CAO recommends adoption of this ordinance.

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

Very truly yours,

CARMEN A. TRUTANICH, City Attorney

By 
PEDRO B. ECHEVERRIA
Chief Assistant City Attorney

PBE:ZPH:lh
Transmittal

ORDINANCE NO. _____

An ordinance amending Section 4.120 of the Los Angeles Administrative Code to delete unpaid holidays for non-represented employees during Fiscal Year 2012-13.

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

Section 1. Section 4.120 of the Los Angeles Administrative Code is amended in its entirety to read as follows:

Sec. 4.120. Unpaid Holidays for Non-Represented Employees.

(a) Full-Time Employees - During Fiscal Year 2011-12 (July 1, 2011 through June 30, 2012), all full-time, non-represented employees shall take thirty-two (32) hours of unpaid holiday time off during said fiscal year.

(b) Half-Time Employees - During Fiscal Year 2011-12 (July 1, 2011 through June 30, 2012), all half-time, non-represented employees shall take sixteen (16) hours of unpaid holiday time off during said fiscal year.

(c) The provisions in (a) and (b) above shall apply to individuals employed in all non-represented classifications (including General Manager) regardless of employing department or office, funding source, Fair Labor Standards Act status, or civil service status.

(d) The unpaid holiday hours provided for in (a) and (b), above, shall be taken in no less than one-hour increments.

(e) The unpaid holiday hours provided for in (a) and (b), above, may be substituted on an hour-for-hour basis for approved unpaid leave (e.g., Leave Without Pay while on Family and Medical Leave).

Sec. 2. This ordinance shall be operative upon publication, pursuant to Charter Section 252(g).

Sec. 3. 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.

I hereby certify that this ordinance was passed by the Council of the City of Los Angeles, at its meeting of _____.

JUNE LAGMAY, City Clerk

By _____
Deputy

Approved _____

Mayor

Approved as to Form and Legality

CARMEN A. TRUTANICH, City Attorney

By Zna Portlock Houston (PBE)
ZNA PORTLOCK HOUSTON
Senior Assistant City Attorney

Date 7/26/12

File No. _____