

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: February 10, 2021

To: The City Council

From: Richard H. Llewellyn, Jr., City Administrative Officer 

Subject: **LOS ANGELES ADMINISTRATIVE CODE AMENDMENT TO ADD ADDITIONAL UNPAID HOLIDAYS FOR NON-REPRESENTED EMPLOYEES IN FY 2020-21**

RECOMMENDATIONS

It is recommended that the City Council, subject to approval by the Mayor:

1. Adopt the attached ordinance, approved as to form and legality by the City Attorney, amending Section 4.120 of the Los Angeles Administrative Code, to add two (2) additional unpaid holidays for non-represented employees during Fiscal Year 2020-21.
2. 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

On February 9, 2021, the Los Angeles City Council adopted amended memoranda of understanding (MOUs) for most of the civilian workforce. Those amended MOUs provide for two (2) unpaid days, in addition the two adopted by Council in October 2020 (CF# 20-0600-S56). The attached amendment will allow the same two (2) additional unpaid days for non-represented employees.

The amended MOUs also include a provision for up to 40 hours of personal leave for each employee. This provision will require amending a different section of the Administrative Code and will be transmitted with separate ordinance at a later date.

FISCAL IMPACT

Implementation of these two unpaid days will result in savings of approximately \$705K in fiscal 2020-2021.

RHL:DB:0721092

Attachment