

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

An ordinance amending Section 4.119 of the Los Angeles Administrative Code, pertaining to holidays for non-represented City employees, to provide five additional unspecified holidays commencing in calendar year 2018 for full-time employees who have completed fifteen (15) service years of employment with the City of Los Angeles, and update related language.

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

Section 1. A new Subdivision 15 is added to Subsection (a) of Section 4.119 of the Los Angeles Administrative Code to read as follows:

15. Effective November 25, 2017, in addition to the unspecified holidays provided in Subdivision 14 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. Subdivision 5 of Subsection (m) of Section 4.119 of the Los Angeles Administrative Code is amended to read as follows:

5. No employee shall receive more than the number of unspecified holidays provided in this section each calendar year. Thus, an employee transferring from the Department of Water and Power (DWP) to any other City department, office or bureau will not receive unspecified holiday(s) after taking such holiday(s) prior to leaving DWP and employees who resign or are terminated and then rehired during the same calendar year, will not receive additional unspecified holidays when rehired.

Sec. 3. Subdivision 6 is added to Subsection (m) of Section 4.119 of the Los Angeles Administrative Code 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 Subdivision 15 of Subsection (a) 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

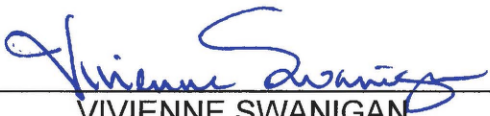
the year in which a change in representation occurs, no additional unspecified holidays may be accumulated or taken.

Sec. 4. This ordinance shall be operative upon publication pursuant to Charter Section 252(g).

Sec. 5. 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 11/27/17

File No. \_\_\_\_\_

I hereby certify that the foregoing ordinance was passed by the Council of the City of Los Angeles.

CITY CLERK

MAYOR

\_\_\_\_\_

\_\_\_\_\_

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

Approved \_\_\_\_\_