

MICHAEL N. FEUER
CITY ATTORNEY

REPORT NO. R 1 4 - 0 0 9 8

APR 0 3 2014

REPORT RE:

DRAFT ORDINANCE AMENDING SECTION 4.112 OF THE LOS ANGELES ADMINISTRATIVE CODE PERTAINING TO TIME OFF WITH PAY FOR PERSONAL BUSINESS, TO REFLECT THAT THE USE OF ACCRUED UNUSED VACATION OR OVERTIME MAY BE TAKEN IN MINIMUM ONE-HALF HOUR INCREMENTS INSTEAD OF ONE-HOUR INCREMENTS

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 4.112 of the Los Angeles Administrative Code pertaining to time off with pay for personal business, to reflect that the use of accrued unused vacation or overtime may be taken in minimum one-half hour increments instead of one-hour increments.

Council Rule 38 Referral

A copy of the draft ordinance was sent, pursuant to Council Rule 38, to the City Administrative Officer (CAO). The CAO recommends adoption of this ordinance.

The Honorable City Council
of the City of Los Angeles
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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,

MICHAEL N. FEUER, City Attorney

By



DAVID MICHAELSON
Chief Assistant City Attorney

DM:ZPH:lh
Transmittal

ORDINANCE NO. _____

An ordinance amending Section 4.112 of the Los Angeles Administrative Code, pertaining to time off with pay for personal business, to reflect that the use of accrued unused vacation or overtime may be taken in minimum one-half hour increments instead of one-hour increments.

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

Section 1. Section 4.112 of the Los Angeles Administrative Code is amended in its entirety to read as follows:

Sec. 4.112. Schedule Changes for Personal Business.

Management may allow an employee time off with pay, not to exceed eight hours in any one payroll period for personal business (except for changes on the 9/80 day off or the split day) provided that such time off so allowed shall either be made up in full within the same workweek that the time is taken or charged against the employee's accrued and unused vacation or overtime bank in no less than one-half hour increments. Employees on a FLSA 7(b) work period shall either make up this time in full within the same pay period that the time is taken (as long as hours worked do not exceed 56 hours in a workweek or 12 hours in a day) or charged against the employee's accrued and unused vacation or overtime bank in no less than one-half hour increments.

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 _____.

HOLLY L. WOLCOTT, Interim City Clerk

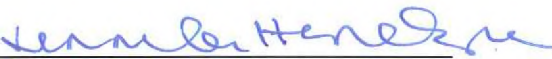
By _____ Deputy

Approved _____

Mayor

Approved as to Form and Legality

MICHAEL N. FEUER, City Attorney

By 
ZNA PORTLOCK HOUSTON
Senior Assistant City Attorney

Date 4/31/2014

File No. _____