

ORDINANCE NO. 182968

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 APR 11 2014.

HOLLY L. WOOLCOTT, Interim City Clerk

By  \_\_\_\_\_ Deputy

Approved 4/14/14 \_\_\_\_\_

 \_\_\_\_\_ 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. 14-0409 \_\_\_\_\_