

ORDINANCE NO. _____

An ordinance amending Section 4.120 of the Los Angeles Administrative Code, pertaining to Unpaid Holidays for Non-Represented Employees, to provide clarifying language, and add two unpaid holidays in Calendar Year 2021 to be taken no later than June 19, 2021.

**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) On Tuesday, November 3, 2020, all full-time, non-represented employees shall take eight (8) hours of unpaid holiday time off, and all half-time, non-represented employees shall take four (4) hours of unpaid holiday time off. In operations where minimum staffing levels must be maintained, employees shall be paid for hours worked in accordance with Fair Labor Standards Act (FLSA) regulations.

(b) On Friday April 2, 2021, all full-time, non-represented employees shall take eight (8) hours of unpaid holiday time off, and all half-time, non-represented employees shall take four (4) hours of unpaid holiday time off. In operations where minimum staffing levels must be maintained, employees shall be paid for hours worked in accordance with FLSA regulations.

(c) In addition to the unpaid holiday time off in Subsection (b) above, in Calendar Year 2021 and no later than June 19, 2021, all full-time, non-represented employees shall take two eight (8)-hour unpaid holidays off, for a total of sixteen (16) hours of unpaid holiday time off, and all half-time, non-represented employees shall take either one eight (8)-hour unpaid holiday time off, or four (4) hours of unpaid holiday time off on two separate days, for a total of eight (8) hours of unpaid holiday time off. In operations where minimum staffing levels must be maintained, employees shall be paid for hours worked in accordance with FLSA regulations.

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

(e) The unpaid holiday hours provided for in Subsections (a), (b), and (c) 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 effective 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.

Approved as to Form and Legality

MICHAEL N. FEUER, City Attorney

By Jennife Hanezke per
VIVIENNE SWANIGAN
Assistant City Attorney

Date FEB 10 2021

File No. _____

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The Clerk of the City of Los Angeles hereby certifies that the foregoing ordinance was passed by the Council of the City of Los Angeles.

CITY CLERK

MAYOR

Ordinance Passed _____

Approved _____