

ORDINANCE NO. _____

An ordinance amending Sections 4.110.1 and 4.119 of the Los Angeles Administrative Code, pertaining to Compensated Personal Time Off Benefits for Intermittent Employees, and Legal Holidays for Employees, respectively, to clarify that the eligibility requirement for working 500 hours may occur within or exceeding the six-month City service requirement, and in Subsection (m) of Section 4.119, to provide a reference to Subdivision 5 in Subdivision 2.

Section 1. The first paragraph of Section 4.110.1 of the Los Angeles Administrative Code, is amended to read as follows:

Intermittent non-representative employees shall be eligible to accrue compensated time off (CPTO) at a rate of 2.75 minutes for every hour compensated. Employees must complete a period of six consecutive months of City service and must have been compensated for at least 500 hours, either occurring within or exceeding that six-month period, before qualifying to use the CPTO. This benefit may be used in no less than one-hour increments for the following:

Sec. 2. Subdivisions 2 and 4 of Subsection (m) of Section 4.119 of the Los Angeles Administrative Code are amended to read as follows:

2. Any break in service (i.e., resignation, discharge, retirement) prior to taking the holiday shall forfeit any right thereto. See No. 5 below regarding employees who return to City service following a break in service.

4. No employee shall be entitled to an unspecified holiday until the employee has completed six months of satisfactory service and has completed 500 hours of compensated time, either occurring within or exceeding that six-month period.

Sec. 3. Paragraph b of Subdivision 1 of Subsection (n) of Section 4.119 of the Los Angeles Administrative Code is amended to read as follows:

b. Half-time employees must complete a period of six consecutive months of service and must have been compensated for at least 500 hours, either occurring within or exceeding that six-month period, before qualifying for the unspecified holiday. Half-time employees who transfer to full-time or full-time employees who transfer to half-time are entitled to either a full unspecified holiday (8 hours) or a prorated unspecified holiday depending on their status at the time the holiday is taken. A full-time or half-time employee who transfers to intermittent without having taken any unspecified holiday shall not be entitled to such holiday while in intermittent status.

Sec. 4. Subdivision 2 of Subsection (n) of Section 4.119 of the Los Angeles Administrative Code is amended to read as follows:

2. Intermittent employees, as defined by Section [4.110](#)(b) of the LAAC, shall not be entitled to holiday benefits. An intermittent employee who becomes full-time or half-time and who has not previously qualified for the unspecified holiday benefit as a full or half-time employee shall be required to qualify by completing six consecutive months of service in the full-time or half-time status and to have been compensated for at least 500 hours, either occurring within or exceeding that six-month period. Upon completion of said qualifying period, a half-time employee will be allowed prorated benefits as described herein.

Sec. 5. This ordinance shall be effective upon publication, pursuant to Charter Section 252(g).

Sec. 6. 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

HYDEE FELDSTEIN SOTO, City Attorney

By 

ERIKA JOHNSON-BROOKS
Assistant City Attorney

Date July 9, 2026

File No. _____

[M:\Muni Counsel\CAO ORDINANCES\Ordinance - Amend LAAC 4.110.1 & 4.119 re Personal Time Off Benefits for Intermittent Employees & Legal Holidays for Employees.docx]

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 _____