

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: August 28, 2026

To: The City Council

From: Matthew W. Szabo, City Administrative Officer



Subject: **ORDINANCE AMENDING LOS ANGELES ADMINISTRATIVE CODE SECTION 4.110.1 "COMPENSATED PERSONAL TIME OFF BENEFITS FOR INTERMITTENT EMPLOYEES" AND SECTION 4.119 "LEGAL HOLIDAYS FOR EMPLOYEES"**

RECOMMENDATIONS

The City Administrative Officer (CAO) recommends:

1. That the City Council, subject to the approval of the Mayor, adopt the attached ordinance, approved as to form and legality by the City Attorney, amending Los Angeles Administrative Code Sections 4.110.1 (Compensated Personal Time Off Benefits for Intermittent Employees) and 4.119 (Legal Holidays for Employees) 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; and
2. That the City Council authorize the Controller and the CAO to correct any clerical or technical errors in the above ordinance.

SUMMARY

The ordinance submitted herein amends Los Angeles Administrative Code (LAAC) Section 4.110.1 (Compensated Personal Time Off for Intermittent Employees) to clarify existing City procedure that before being eligible to use accrued Compensated Personal Time Off the requirement to work 500 hours may occur within or exceeding the six-month City service requirement. Six months of City service do not have to be repeated if 500 hours were not worked within the initial six months of City service.

Likewise, the same clarifying language is added to LAAC Section 4.119 (Legal Holidays for Employees) to clarify existing City procedure that when qualifying for the unspecified holiday, the requirement to work 500 hours may occur within or exceeding the six-month City service requirement. Six months of City service do not have to be repeated if 500 hours were not worked within the initial six months of City service. In addition, LAAC Section 4.119

Subsection (m) 2, pertaining to a break in City service, is amended to reference Subsection (m) 5 that addresses returning to City employment after a break in City service.

FISCAL IMPACT

No costs are associated with the ordinance amending LAAC Sections 4.110.1 and 4.119, which provide clarifying language.

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Attachment