

## INTRADEPARTMENTAL CORRESPONDENCE

February 3, 2021  
2.2.3

**TO:** All Department Personnel

**FROM:** Employee Relations Administrator

**SUBJECT:** UNPAID DAYS FOR CIVILIAN EMPLOYEES- FISCAL YEAR 2020/2021

The City of Los Angeles is experiencing unprecedented financial loss from the pandemic. As a result, the City Administrative Officer (CAO) has reached agreements with most of the civilian labor organizations on an extension to Memoranda of Understandings (MOU). Previously, it was agreed upon that an Unpaid Day will be taken on April 2, 2021, and this agreement stands. Upon City Council approval of the MOUs, ALL civilian employees will be required to take two additional 8-hour Unpaid Days, which are as follows:

1. Friday, February 12, 2021
2. Friday, May 28, 2021

Note: As of the current date, this notice does not apply to the American Federation of State, County and Municipal Employees (AFSCME) because they are still in the ratification process. This notice will be updated next week upon receiving instructions from the CAO.

The Unpaid Days cannot be moved and are mandatory for all civilian employees including full-time, part-time, hourly, and salaried employees. Commanding Officers shall ensure staffing for critical functions is maintained similar to holiday deployment. Employees who work on the above days shall be reported as "HW". Employees who are selected to work on the Unpaid Days will NOT have to take an Unpaid Day on another day.

Commanding Officers shall choose employees who will be scheduled for the Unpaid Days in the following order:

1. Volunteers Requested
2. Least Seniority
3. Specialized Personnel (based on needs)

Employees on Military Leave, Injured on Duty, Payroll Code "19", or Family Medical Leave Act status are subject to the Unpaid Days. Unpaid Days also apply to employees who telework, non-represented employees, employees who are participating in the City's Separation Incentive Program, and employees who are on the reduced (72-Hour) worked schedule.

All Department Personnel

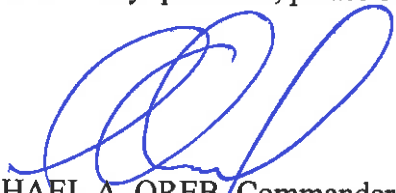
Page 2

2.2.3

Employees will be recorded as “Unpaid Day” (UH 8) in the Deployment Planning System (DPS). If the Unpaid Day falls on the employee’s Regular or Modified Day Off, the day off shall be moved to another day in the same work week.

Employees shall **not** show on a Regular Day Off (RDO), Holiday (HO), Vacation Day (VC) or use Compensatory Time Off (TO/TS) in DPS on the Unpaid Days. An employee may use vacation or compensatory time to supplement the additional hours missed on the Unpaid Days (e.g. UH 8 and VC 2 for an employee on a 4/10 work schedule).

If you have any questions, please contact Employee Relations Group at 213-486-7600.



MICHAEL A. OREB, Commander  
Employee Relations Administrator