

INTRADEPARTMENTAL CORRESPONDENCE

February 10, 2021

2.2.3

TO: All Department Personnel

FROM: Employee Relations Administrator

SUBJECT: TWO ADDITIONAL UNPAID DAYS FOR CIVILIAN EMPLOYEES WHO ARE BARGAINING UNIT MEMBERS OF THE LABOR ORGANIZATIONS - FISCAL YEAR 2020/2021-UPDATED

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 the civilian labor organizations on extensions to Memoranda of Understanding (MOUs). As of the current date, City Council approved all civilian MOUs. Previously, it was agreed upon that an Unpaid Day will be taken on April 2, 2021, and this agreement stands. ALL civilians (excluding non-represented and as-needed employees), are subject to two additional 8-hour Unpaid Days, which are as follows:

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

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 are subject to the Unpaid Days in the following order:

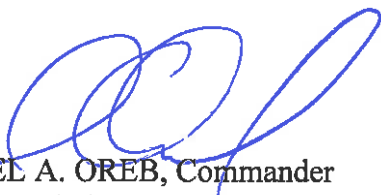
1. Volunteers Requested
2. Least Seniority
3. Specialized Personnel (based on needs)

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, employees who are participating in the City's Separation Incentive Program, and employees who are on the reduced (72-Hour) worked schedule.

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 workweek.

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 make-up time in the same workweek, use vacation or compensatory time to supplement the additional hours missed on the Unpaid Days (e.g. UH 8 and HW 2 or 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

Distribution “D”