

FISCAL GROUP

NOTICE  
3.5

March 29, 2021

**TO:** All Commanding Officers

**FROM:** Commanding Officer, Fiscal Group

**SUBJECT:** CIVILIAN TIME KEEPING CODES

Due to the on-going fiscal challenges City Management and Civilian Employee Bargaining Units have worked to address the economic challenges resulting in several changes to their Memoranda of Understanding. These changes have necessitated additional time keeping codes to address new types of time.

**UH – Unpaid Day.** April 2, 2021 and May 28, 2021. These are set unpaid days and are not to be moved. Employees required to work are to have their time recorded as HW. *Please see the information from the Employee Relations Administrator published on February 10, 2021 for more information on unpaid days and their applicability to personnel.*

**UF – Additional Floating Holiday.** This day MUST be used by June 30, 2021 or it will be lost.

**PL – Personal Leave.** Effective February 28, 2021, each full-time unit member shall, in addition to all other compensatory time, receive forty (40) hours per calendar year as Personal Leave. Personal Leave is defined as any event requiring a member's immediate attention. Personal Leave shall only be taken in the calendar year in which it is credited and, if not taken, such time shall be deemed waived and lost. Personal Leave must be taken in full hour increments.

Employees are responsible for monitoring the amount of time in their vacation and Personal Leave banks and their use of that time. Fiscal Group will not be providing reminders to employees regarding their accumulated time.

If you have any questions regarding this matter, please contact Fiscal Group Payroll Section, at (213) 486-8500.



THOM BRENNAN, Police Administrator II  
Commanding Officer  
Fiscal Group

APPROVED:



DANIEL RANDOLPH, Commander  
Chief of Staff  
Office of the Chief of Police

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