FORM GEN. 160

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: September 11, 2026

To: Kenneth Mejia, Controller
Attn: James Robinson, Principal Deputy Controller
Vincent de Vera, Chief Deputy Controller

From: Matthew W. Szabo, City Administrative Officer Paul Rand for

Subject: **TECHNICAL CORRECTIONS TO THE 2023-2028 MEMORANDUM OF UNDERSTANDING FOR THE CLERICAL AND SUPPORT SERVICES UNIT (MOU 03) (C.F. NO. 24-0427)**

The 2023-2028 Memorandum of Understanding (MOU) between the City of Los Angeles and the American Federation of State, County and Municipal Employees (AFSCME), District Council 36, Local 3090, AFL-CIO, for the Clerical and Support Services Unit (MOU 03) contains the following technical error that requires correction.

ARTICLE 51 FAMILY AND MEDICAL LEAVE

Under the California Family Rights Act (CFRA), bonding leave is permitted on two occasions for periods of less than two weeks. As a result, the language found in Article 51 Family and Medical Leave Section D(6), paragraph three is inconsistent with CFRA. The following **bold, underlined** language will be corrected through deletion (indicated by ~~strikethrough~~) as shown below:

6. Continuous, Intermittent, and Reduced Work Schedule Leave – All leave granted under this Article shall normally be for a continuous period of time for each incident.

An employee shall be permitted to take intermittent leave or work on a reduced schedule to take care of a family member with a serious health condition or for their own serious health condition when it is medically necessary. Management may require the employee to transfer temporarily to an available alternative position with equivalent compensation for which the employee is qualified that accommodates recurring periods of leave better than the employee's regular position. Employees who elect a part-time schedule shall receive prorated compensated time off benefits in accordance with Section 4.110 of the LAAC during the duration of their part-time schedule.

In accordance with the California Family Rights Act (CFRA), leave for the birth, adoption or foster care placement of a child of an employee ("bonding" leave) does not have to be taken in one continuous period of time. Under CFRA, the basic minimum duration of bonding leave is two weeks, and on any two occasions an employee is entitled to such

bonding leave for a time period of ~~**not**~~ less than two weeks' duration. Any other form of intermittent leave, or work on a reduced schedule, for the purpose of bonding leave shall only be permitted at the discretion of Management. Bonding leave must be concluded within one (1) year of the birth or placement of the child.

All other provisions of MOU 03 remain unchanged.

Please direct questions to Angela Brown at Angela.Brown@lacity.org.

MWS:PAG:AB:MM:0727049

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