FORM GEN. 160

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: July 17, 2025

To: Kenneth Mejia, Controller
Attn: James Robinson, Principal Deputy Controller

From: Matthew W. Szabo, City Administrative Officer

Subject: **TECHNICAL CORRECTIONS FOR THE 2023 – 2028 MEMORANDUM OF UNDERSTANDING FOR THE SAFETY/SECURITY UNIT (MOU 18) (C.F. NO. 24-0427)**

The 2023-2028 Memorandum of Understanding (MOU) between the City of Los Angeles and the Service Employees International Union (SEIU), Local 721, for the Safety-Security Unit (MOU 18), contains the following technical errors that require technical correction.

PERSONAL LEAVE AND HOURLY UNSPECIFIED HOLIDAY PILOT PROGRAM

Calculations related to the part-time Personal Leave and Hourly Unspecified Holiday Pilot Program for the calendar years 2025 through 2028 were inadvertently omitted from MOU 18.

The original intention behind the part-time personal leave and hourly unspecified holiday time was to allocate hours similar to the full-time employee ratio, converting a maximum of 60% as personal leave, and any remaining hours over 60% credited as hourly unspecified holiday time.

The Personal Leave and Hourly Unspecified Holiday Pilot Program Articles in MOU 18 shall be updated with the new language in **bold underlined** to codify the original intent.

FROM:

ARTICLE 6.14 PERSONAL LEAVE AND HOURLY UNSPECIFIED HOLIDAY PILOT PROGRAM

B. PERSONAL LEAVE AND HOURLY UNSPECIFIED HOLIDAY TIME FOR CALENDAR YEARS 2025-2028

The bank of Personal Leave time credited to an employee in calendar years 2025, 2026, 2027, and 2028 only shall be treated as follows.

2. For part-time employees:

a. On January 1st of each year, each part-time unit member shall, in addition to all other compensatory time, receive up to 24 hours of Personal Leave time based on a proration of 0.0192 hours for each hour compensated during the prior calendar year.

b. On January 1st of each year listed above, each part-time unit member shall, in addition to all other compensatory time, receive up to 16 hours of Hourly Unspecified Holiday time based on a proration of 0.0192 hours for each hour compensated during the prior calendar year.

TO:

B. PERSONAL LEAVE AND HOURLY UNSPECIFIED HOLIDAY TIME FOR CALENDAR YEARS 2025-2028

The bank of Personal Leave time credited to an employee in calendar years 2025, 2026, 2027, and 2028 only shall be treated as follows.

2. For part-time employees:

a. On January 1st of each year, each part-time unit member shall, in addition to all other compensatory time, receive up to 24 hours of Personal Leave time based on a proration of 0.0192 hours for each hour compensated during the prior calendar year **multiplied by 60%**.

b. On January 1st of each year, each part-time unit member shall, in addition to all other compensatory time, receive up to 16 hours of Hourly Unspecified Holiday time based on a proration of 0.0192 hours for each hour compensated during the prior calendar year. **Any remaining hours in excess of 60% of the hours credited as personal leave shall be converted to Hourly Unspecified Holiday time.**

If you have any questions or require additional information, please email the Employee Relations Division at CAO.ERD@lacity.org.

MWS:PAG:AB:0726016

c: Daniel Quach, Office of the Controller
Sunny Lee, Office of the Controller
Vivienne Swanigan, Office of the City Attorney
Personnel Directors (w/o DWP)
Steve Koffroth, Coalition of City Unions
Charles Leone, SEIU, Local 721
Santiago Li, HRP Compensation