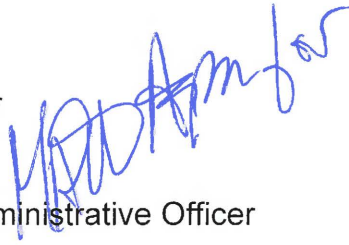


**CITY OF LOS ANGELES**  
INTER-DEPARTMENTAL CORRESPONDENCE

Date: September 28, 2017

To: Ron Galperin, Controller  
Attn: Vijay Singhal, Principal Deputy Controller



From: Richard H. Llewellyn, Jr., Interim City Administrative Officer

Subject: **TECHNICAL CORRECTION FOR THE SUPERVISORY BUILDING TRADES AND RELATED EMPLOYEES REPRESENTATION UNIT (MOU13) – ARTICLE 7.14, FAMILY ILLNESS**

The following revision to the Memorandum of Understanding (MOU) for the Supervisory Building Trades and Related Employees bargaining unit is to reflect a correction of an inadvertent error as indicated herein. The correct number of working days is fifteen and is further clarified by the inclusion of “120 hours” as highlighted in bold below.

**Article 7.14 Family Illness**

Any employee who is absent from work by reason of the illness or injury of a member of his/her immediate family and who has accrued sick leave at full pay shall, upon approval of the appointing authority or the agent thereof designated to determine such matter, be allowed leave of absence with full pay for a period not to exceed in the aggregate fifteen working days (**120 hours**) in any one calendar year effective December 27, 2015, provided such employee shall furnish a satisfactory doctor’s certificate or other suitable and satisfactory proof showing the nature and extent of the injury or illness to justify such absence

The aggregate number of days of absence for which pay may be allowed under this section shall be included in the number of days for which sick leave with full pay is allowed.

All other provisions of Article 7.14 remain unchanged. If you have any questions regarding this matter, please contact Errol Griffin at (213) 978-7633.

RHL:MHA:EAG:0718025

c: Chris Hannan, LA/OCBTC  
N. Andrew Vaughn, Controller