

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: April 17, 2017

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

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

Subject: **TECHNICAL CORRECTIONS TO THE 2015-2018 MEMORANDUM OF UNDERSTANDING FOR THE EXECUTIVE ADMINISTRATIVE ASSISTANTS UNIT (MOU 37)**

The following technical corrections are being made to Article 32 of the Memorandum of Understanding (MOU) for the Executive Administrative Assistants Unit.

Corrected Article 32 language:

The first paragraph of this Article should be corrected to add the number of hours equal to 15 days. The corrected paragraph should read as follows:

Management's present practices of allowances for leave for illness in family will be continued during the term of this MOU. The aggregate number of working days in any one calendar year with full pay shall not exceed twelve (12) days. Effective December 27, 2015, the aggregate number of working days allowed in any one calendar year with full pay shall not exceed fifteen (15) days (120 hours). Such practice of allowance for leave for illness in family shall be in accordance with LAAC Section 4.127. Upon the adoption of a child, an employee will be permitted to use fifteen (15) days (120 hours) of family illness sick leave.

The above corrections to the MOU are effective as of July 1, 2015.

If you have any questions regarding this issue, please contact Isophine Atkinson at (213) 978-7644 or Isophine.Atkinson@lacity.org.

RHL:MHA:ICA:0717023

c: N. Andrew Vaughn, Controller's Office
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