

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

Date: May 13, 2020

To: All General Managers
City of Los Angeles

From: Wendy Macy, General Manager
Personnel Department

Subject: **UPDATED FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)
LEAVE POLICY**

This memorandum is to provide clarification and updates on the City's personnel and leave policies associated with the Federal Families First Coronavirus Response Act (FFCRA). Note that ***this is an emergency situation and none of these guidelines should be construed as a permanent change to policy and can and will be revisited and updated as the COVID-19 emergency unfolds.***

Since mid-March, the City of Los Angeles has been providing continuation of salaries and benefits for non-essential employees who are unable to telecommute, or work based on COVID-related absences. On April 1, 2020, the federal government passed the FFCRA which regulates paid leave requirements for employers. Subsequently, the City released a memo updating the leave policy in compliance with the FFCRA. This memo seeks to readjust the City's COVID-related leave policy to be in effect for COVID-related leaves taken through December 31, 2020. This policy is in compliance with the provisions of FFCRA and covers all City employees, both sworn and civilian, except emergency responders (see section applicable to emergency responders, below).

NON-ESSENTIAL STAFF

Non-essential staff who are unable to telecommute or work due to COVID-related reasons are still subject to the provisions outlined in the March 20, 2020 memorandum, titled "Coronavirus FAQs For City Managers/Supervisors - Revised." These include Paid Administrative Leave (Timecode 19), provided in compliance with the applicable FFCRA mandate of paid sick time, for:

- Employees who are diagnosed with COVID-19 or are otherwise ordered by their Department or a physician to self-quarantine.
- Employees who are caring for an individual advised by a health care provider or subject to an order to quarantine or isolate.
- Employees who have childcare needs due to the COVID19 school closures.

ESSENTIAL STAFF

Effective immediately, the following guidelines will be in effect for all essential staff who are unable to telecommute or work for COVID-related reasons, and are provided in compliance with the applicable FFCRA mandate of paid sick time (with the exception of emergency responders and health care providers exempted from the FFCRA as reflected in the section below):

- Paid Administrative Leave (Timecode 19) to employees who are diagnosed with COVID-19 or are otherwise ordered by their Department or a physician to self-quarantine. This paid leave shall be full pay for the duration of the illness/quarantine.
- Paid Administrative Leave (Timecode QV) up to 80 hours to employees who are caring for an individual advised by a health care provider or are subject to an order to quarantine or isolate.
- Up to 12 weeks of FMLA (Timecode QU) at 2/3 pay for employees who have childcare needs due to the COVID19 school closures. Employees shall be allowed to access their accumulated compensated time off to offset the reduction in pay.

The designation of essential and non-essential staff is made at the Department level. These designations are not necessarily permanent and are subject to change.

EMERGENCY RESPONDERS

For the purposes of this policy, emergency responders are neither essential nor non-essential staff. They are emergency responders and shall continue to be excluded from the provisions of the FFCRA. Emergency responders are listed as follows:

- LAPD - All sworn and civilian employees
- LAFD - Sworn employees
- LAWA - Sworn employees
- POLA - Sworn employees
- Bureau of Sanitation - All employees who perform functions essential to the maintenance of public health as determined by the Director of the Bureau of Sanitation
- Personnel - All licensed healthcare professionals.

Nevertheless, the City is committed to providing a healthy and safe work environment, and ensuring no employees are unfairly impacted by this emergency. Therefore, in accordance with the April 10th memorandum, emergency responders will continue to receive Paid Administrative Leave (Timecode 19) for the duration of their illness, isolation, or quarantine when they are diagnosed with COVID-19, found by medical personnel to have a presumptive case of COVID-19 (i.e., close contact exposure to COVID-19 and/or symptoms of COVID-19), or are considered by the employing department to have a presumptive case of COVID-19, and are thereafter ordered by their Department or a physician to isolate or quarantine. All emergency responders must follow the directives of their respective departments regarding COVID-19 exposure protocols in accessing Timecode 19 use.

We will continue to provide updated information as practicable. If you have any questions or need additional information, please contact your HR Section or Assistant City Attorney Vivienne Swanigan at vivienne.swanigan@lacity.org or 213-978-7182.