



County of Los Angeles CHIEF EXECUTIVE OFFICE

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April 23, 2020

To: All Department Heads
From: Sachi A. Hamai
Chief Executive Officer

GUIDANCE REGARDING IMPLEMENTATION OF EMERGENCY PAID SICK LEAVE AND "EXPANDED" FAMILY MEDICAL LEAVE ACT PROGRAMS FOR MANAGERS AND EMPLOYEES

It has been several weeks since the County launched the requirements of the Families First Coronavirus Response Act (FFCRA). The FFCRA became effective April 1, 2020, and will remain in place until the end of this calendar year. While the County excluded 11 departments from the FFCRA, equivalent discretionary leave is being provided in those departments. Although we provided the necessary tools and guidance to implement the FFCRA, it now transitions to you for implementation. We thank you in advance for your hard work on the frontlines and will continue to ensure the support necessary for a successful implementation.

Roll Out

The Department of Human Resources (DHR), in partnership with the Chief Executive Office, County Counsel and Auditor-Controller, collaborated to identify and make the necessary system changes for timekeeping and payroll, developed and distributed materials and provided web-based training sessions to support departments. Separate from the development of the materials for departments use, we recognize many departments needed additional time to digest the information and prepare for implementation. However, it is my expectation that all departments, in consideration of their operational needs, begin approving FFCRA leave or equivalent discretionary leave requests this week.

Eligibility Criteria

We need to press forward to look for opportunities to grant leave request in areas that do not negatively impact your operations. As a reminder, the eligibility to grant a leave request is contained solely within the packets distributed by DHR. Requests from employees who meet any of these eligibility criteria should only be denied if the granting of these requests adversely affects departmental operations. Departments that limit the granting of requests related to childcare issues because of operational needs, should develop a best practice to consider special situations involving children with special needs, legal restrictions and/or underlying health conditions. Departments may consider other potential options to a leave of absence from work such as telework, childcare and other accommodations where feasible.

Review Process

My office is working with DHR and our labor partners to create a review process to reconsider requests for FFCRA leave only, which were denied and a review was requested.

Effective Date

Finally, because the FFCRA has an effective date of April 1, 2020, it is likely employees started to code this time prior to receiving department approval. Departments will receive a report from DHR by the end of April that will require a reconciliation of employees' use of these leaves. Where discrepancies are identified in the time employees already coded for their absences from work, departments should allow timecard corrections permitting the use of FFCRA leave rather than requiring employees to use other leave time for the absence.

Should you have any questions, please contact me or your staff may contact Susan Moomjean at (213) 893-0040 or smoomjean@ceo.lacounty.gov who has been assigned as the liaison to this project.

SAH:FAD:MM
TP:MTK:mst

c: Chief Deputies
Administrative Deputies
Human Resources Managers